

TOWN OF ACTON



2004 ANNUAL TOWN REPORT

Acton

Incorporated as a Town: July 3, 1735

Type of Government: Town Meetings ~ Selectmen/Town Manager

Location: Eastern Massachusetts, Middlesex County, bordered on the east by Carlisle and Concord, on the west by Boxborough, on the north by Westford and Littleton, on the south by Sudbury, and the southwest by Stow and Maynard.

Elevation at Town Hall: 268' above mean sea level

Land Area: - Approximately 20 square miles

Population:	Year	Persons
	1950	3,510
	1960	7,238
	1970	14,770
	1980	19,000
	1990	18,143
	2000	20,331
	2001	19,789
	2002	19,842
	2003	19,916
	2004	19,847

IN MEMORIAM

E. WILSON BURSAW - Finance Committee - Volunteer Call Firefighter

GEORGE LUSSIER - Commission on Disabilities

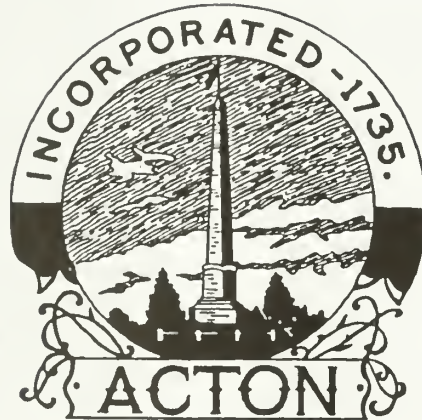
JOHN E. (JOCK) MCLEON - Manager, Acton Water District

JOSEPH MECURIO - Council on Aging

*COVER ART SUPPLIED BY F. DORE & HUNTER
ACTON PUBLIC SAFETY FACILITY*



**2004
Annual
Reports**



**Town of
Acton,
Massachusetts**

**Two Hundred and Sixty-Eighth Municipal Year
for the year ending December 31, 2004**

Ref
974.44
A188

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ADMINISTRATIVE SERVICES

BOARD OF SELECTMEN

2004 was a year between Proposition 2 ½ Override questions. Pursuant to promises given, the Board of Selectmen steadfastly declined to consider seeking the citizen's consent for further additional taxation this year, following as it did approval of a three million dollar Operating Override in 2003. However, fiscal times for the Town remained difficult and services were only preserved by depleting Free Cash, other one-time revenues and decreasing reserves. Even as the FY 2005 Budget process was completed with the votes at the April, Annual Town Meeting, analysis of expected revenues and other initial steps looking toward the commencement of new Fiscal Year on July 1, 2005 were being taken. In addition to a stepped up pace of meetings of the Acton Leadership Group (ALG) the Selectmen also for the first time convened a "State of the Town" meeting in December solely to hear the citizens' concerns about the Town's financial situation as well as two other selected topics: the workings of Chapter 40B affordable housing regulations and proposed changes in Acton's method of disposal of solid waste. The consensus of those who participated was that such a meeting was quite useful, and it is anticipated it will be repeated in future years.

The membership of the Board of Selectmen did not change in 2004. In our annual reorganization after Town Meeting, Walter Foster stepped down as Chairman and I was elected to succeed him, my sixth time as Chairman in my twenty-first year as a Selectman. Peter Ashton remained for a second year as Vice Chairman, ensuring his valuable presence as a member of the ALG, where his daytime job skills as an economist are increasingly valuable. Bob Johnson replaced me as the Clerk of the Board. Unfortunately, Trey Shupert had to announce in December that he would not stand for reelection in April 2005. Trey has taken a job in Maryland. While he is not immediately moving, and is finishing out his term, he has had to commute back to his Acton residence and Selectmen's meetings. We have appreciated Trey's wise counsel and will soon miss his valuable presence at the Selectman's table.

The cold winter months saw a great deal of activity on the new Public Safety Facility construction site as ledge was excavated, trenches were dug, and gas burned under tent like structures to keep the temperature high enough to cure the concrete substructure. This was a time of great concern as the Selectmen had undertaken some risk in entering into a construction contract with what initially was a very slim contingency. And as always seems to be the case in New England, no matter how well a site is surveyed and how many borings are made, more ledge than estimated was uncovered. However, we were able to successfully negotiate some "value engineering" reductions in the contract price and the project "came up out of the ground" without undue expense. As the seasons changed into winter the building has

been closed in and taken shape and form. While not expected to be completed until the Spring of 2005, it has become clear that this facility is well designed, being well built, and should be useful for a very long time. Furthermore the project is expected to come in on budget, and has also benefited from some important community contributions, the most substantial of which will be the construction of a Life Flight Helicopter landing pad behind the building.

Over on the Central School Campus the very extensive expansion and renovation of the AB Regional High School also neared completion at year's end.

The 2004 Annual Town Meeting saw the first Community Preservation Committee spending recommendations. It was apparent that new committee had done its homework well and all the projects it recommended for Community Preservation Act (CPA) funding were well received and duly approved. Clearly the CPA is important legislation that is well designed to improve community housing, recreation, open spaces, and things of historical significance. The Acton citizens were wise in adopting the CPA. The "poster" for the worth of the CPA is the newly repaired Davis Monument standing in front of Town Hall. Although that monument is the symbol of Acton, and the marker for famous graves, its repair had regrettably had to be neglected for years due to funding difficulties until the advent of the CPA. Unfortunately, we also saw efforts being exerted by communities, which have not chosen to participate in the CPA process by taxing themselves to raise the local share, to raid the State fund designed to provide the matching monies.

A very well attended Special Town Meeting was convened in October to address a proposed series of real estate transactions and zoning changes which would have allowed non-resident sculptress Yin Peet to build a residence and a "sculpture park" near the quarry in the Town Forest area. After substantial debate, the Meeting declined to approve the various proposals. Subsequently a committee was formed to consider any further, similar proposals by Ms Peet.

The "Life After NESWC" committee studied the solid waste disposal alternatives for the Town as we near the September 2005 termination of the 20-year NESWC contract. As a result a series of Requests for Proposals were issued to explore the market realities of several options which might utilize the important asset represented by the Town's Transfer Station fronting on Route 2, and which might result in alternate funding for the necessary capping of the closed land fill.

Several affordable housing proposals based on MGL Chapter 40B were received and the long drawn out controversy concerning the 40B project at 520 Main Street was amicably settled by a compromise including a substantial reduction in density that

was worked out after the initial Comprehensive Permit application was denied by the Zoning Board of Appeals. Another, small 40B project was found acceptable by the abutters on River Street, while a further small 40B project to be located off Sylvia Street proved controversial even though the developer vowed to work with the neighbors. The largest 40B development that Acton has yet seen, or may ever see, also came to the Town this year. That is the so-called "Woodlands at Laurel Hill", a project planned to straddle the Acton/Westford boundary behind Nagog Park Drive which would place 296 rental units in Acton, and further housing and a septage treatment plant in Westford without road connection to Westford. This huge project immediately raised concerns about emergency access, police and fire response times and traffic impacts at the Nagog intersections on Route 2A.

The W.R. Grace Company's appeal of the Superior Court decision in favor of the Town, relating to how the Middle Fort Pond Brook Sewer District betterments were derived and established, was successfully defended by Town Counsel. However, the focus of Grace's attempts to avoid the betterment charges apportioned to it relating to its former manufacturing facility has now shifted to its claims pending in the company's bankruptcy action in Delaware. At year's end the Town and Grace's various lawyers were discussing the possibility of gathering all the claims, and Town's defenses, into a non-binding mediation process in an attempt to bring finality to the matter. The Town had been and continues to vigorously defend against Grace's claims, which could have a financial impact on the residents in the Sewer District.

F. Dore' Hunter
Chairman

TOWN MANAGER'S REPORT

I am pleased to report that construction of the new Public Safety Facility progressed quite well during calendar year 2004. Much can go wrong on a complex project of this nature but we have been fortunate in that we have a good general contractor who is as interested in the success of this project as are we. This makes for a team that will bring the project in on budget and on time. As this message is being written, we are making preparations to move our Police, Fire Administration and Dispatch services from their current inefficient quarters into this new state-of-the-art Public Safety Facility. Our thanks go out to the citizens of Acton once again for your support in solving the overcrowding and inefficient space problems we have been experiencing in both the Police and Fire Departments for many years.

Last year I noted the bleak budgetary outlook we faced for 2004 but I stressed that 2005 looked even worse. Unfortunately, both have proven to be accurate. We managed 2004 with available resources and with reduced levels of service. As fall approached we were beginning to see the clear picture for 2005 and it was not pretty. After years of solving budgetary needs with diminishing resources, while we tried to weather the slow economy, in August of this year we found our revenue projections for the coming year to be even more bleak than previously thought. Free Cash is depleted, New Growth that customarily adds significant additional income is a fraction of what it was 3-4 years ago, the Commonwealth does not have funds to improve State Aid (even when they do, those funds are diverted away from suburban communities such as Acton) and Excise Tax revenues are down because car sales are slow in this economy. All the while, fixed costs are increasing.

The fiscal problems we face are difficult but we are not alone. Suburban communities across the state are facing the same pressures. At the same time the state continues to cut the level of services it provides, pushing those services down onto local government as the provider of last resort. With fixed property tax limits and declining revenues in all other areas, local leaders are finding it more and more difficult to balance the service needs versus the budgetary constraints. We must have safe communities. We must be able to walk our streets without fear. We must be confident someone will be there if we need emergency medical or fire services. We must be able to trust that roadways will be passable and safe during and after winter storms. We must be confident that restaurants are clean and safe. As a civilized society, we must have cultural enrichment such as our libraries. All of these require funding. We beg your indulgence as we struggle to provide the highest possible level of services within the available resources.

Respectfully submitted,

Don P. Johnson, Town Manager

THE TOWN REPORT COMMITTEE__

The Town Report Committee is responsible for the publication of the annual Town Report. This involves notifying and collecting the individual components, proofing the items before and after they are first sent to the printer and serving as a liaison with the printer to ensure that as accurate and complete as possible Town Report is prepared.

As has been true for recent years, Ann Chang and Christine Joyce have carried the main responsibility for this year's report. Particular thanks are given to Christine for her attention and support throughout all the steps in this process. We would like to thank all those Town Boards and committees who got their reports in before the mid-January deadline. Cooperation on meeting the deadlines makes the job so much easier. We are heading to press without some reports. This is a shame. The Town Report is a historical document and all the elements of government should be listed. Let's hope that come next December, people are aware that reports are due in January 2006.

We have several citizens to thank for providing the photographs in this year's report. Dore' Hunter has cataloged the progress of the Town's new Public Safety Facility, as represented by the cover photograph and several others; Nancy Tavenier added photos from the Acton Community Housing Corporation and Acton Housing Authority. Nancy McShea supplied the photos of the Recreation Department activities and Anne Vlainjac of the school provided the views of the new High School. Thanks go to Theodore Jarvis for enhancing the photographs and providing the digital prints for transmission to the printer.

Ann Chang
Mildred Jarvis
Christine Joyce

VOLUNTEER COORDINATING COMMITTEE (VCC)_____

The Volunteer Coordinating Committee (VCC) works for the Board of Selectmen, Town Manager and Town Moderator to help staff town boards. During 2004 approximately 135 people served as volunteers on town boards or committees. The VCC interviewed 21 candidates to fill openings. We monitor the status of committee membership and recommend reappointment of members who are eligible and wish to serve additional terms.

Acton is fortunate to have an active and dedicated volunteer force serving on approximately 28 volunteer boards of town government. Acton's volunteer committees contribute thousands of hours of valuable and much appreciated service to the town. We encourage anyone who is interested in serving on any town board to fill out a Town of Acton Volunteer Application. They are available at the Town Clerk's Office, Acton Memorial Library and The Citizen's Library.

Thank you to all the volunteers who contributed so much to the Town of Acton.

Nancy Whitcomb, Chairman
Giorgio Bruschi, Clerk
Jean Schoch
Efi Papadopoulos
Karen McDonald - resigned Jan. 04



It's Mardi Gras Time at the NARA Youth Summer

FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

The Town's tax base grew by more than \$230 million in valuation from FY03. This was due to new construction and a town wide reassessment program as of January 1, 2003. At the annual classification hearing, the Board of Selectman voted a uniform tax rate of \$14.03.

Fiscal Year 2004 Valuation Summary

Property Class	Valuation	% of Total
Residential	2,898,836,685	87.0%
Commercial	281,976,596	8.5%
Industrial	98,700,720	3.0%
Personal Property	49,149,382	1.5%
Total Taxable Value	3,328,663,383	100%

The Board of Assessors regular scheduled meetings are on the first Wednesday of each month at 6:00 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted 48 hours in advance

Tax Rates

residential	Com/ Ind/ PP
14.03	14.03

Assessors

James Kotanchik, Chairman
Lester Goodridge, Member
Susan Miller, Member

HOUSE SALES 2003

Property Location	Sale Date	Sale Price
499 Acorn Park Dr.	1/31/2003	688,000
556 Acorn Park Dr.	6/3/2003	815,000
9 Agawam Rd.	5/23/2003	350,000
17 Agawam Rd	8/8/2003	435,000
24 Alcott St.	12/17/2003	430,000
8 Alexandra Wy	7/24/2003	710,000
14 Algonquin Rd.	8/15/2003	407,000
39 Arlington St.	12/30/2003	550,000
73 Arlington St.	4/1/2003	540,000
182 Arlington St.	3/21/2003	595,000
195 Arlington St.	7/29/2003	399,000
220 Arlington St.	11/28/2003	495,000
253 Arlington St.	10/27/2003	285,000
319 Arlington St.	6/10/2003	337,500
366 Arlington St.	2/28/2003	325,000
415 Arlington St.	8/22/2003	390,000
10 Assabet Crsg.	5/1/2003	700,000
107 Audubon Dr.	10/15/2003	390,000
112 Audubon Dr.	7/18/2003	405,000

Property Location	Sale Date	Sale Price
119 Audubon Dr.	5/2/2003	365,500
5 Baxter Rd.	12/17/2003	347,000
21 Bayberry Rd.	6/20/2003	495,000
9 Berry Ln.	7/22/2003	550,000
10 Beth Cir.	11/26/2003	266,000
12 Beth Cir.	10/31/2003	280,000
19 Birch Ridge Rd.	6/19/2003	435,950
11 Black Horse Dr.	4/23/2003	438,500
8 Blue Heron Wy	1/16/2003	515,000
11 Blue Heron Wy	5/16/2003	528,000
6 Breezy Point Rd.	7/18/2003	1,100,000
8 Breezy Point Rd.	5/16/2003	1,162,000
236 Brown Bear Crsg.	7/18/2003	280,000
257 Brown Bear Crsg.	2/26/2003	268,000
282 Brown Bear Crsg.	9/17/2003	321,000
283 Brown Bear Crsg.	5/22/2003	265,000
140 Butternut Hollow	6/13/2003	270,000
141 Butternut Hollow	1/21/2003	320,000
1 Candida Ln.	7/18/2003	607,000
29 Capt. Browns Ln.	7/31/2003	575,000
6 Capt. Handley Rd.	3/13/2003	680,000
11 Capt. Handley Rd.	6/26/2003	726,000
39 Carlisle Rd.	6/20/2003	869,000
22 Central St.	9/29/2003	528,000
55 Central St.	3/31/2003	435,000
85 Central St.	1/13/2003	430,000
132 Central St.	11/13/2003	445,000
207 Central St.	11/18/2003	300,000
291 Central St.	2/27/2003	200,000
300 Central St.	7/2/2003	155,000
301 Central St.	8/28/2003	331,000
312 Central St.	7/29/2003	457,500
313 Central St.	4/1/2003	415,000
386 Central St.	4/10/2003	362,500
406 Central St.	7/28/2003	303,000
287 Central St. #5C	9/4/2003	205,000
95 Charter Rd.	1/27/2003	510,750
8 Church St. Beside	9/4/2003	22,000
28 Conant St.	8/29/2003	430,000
50 Conant St.	11/14/2003	399,900
67 Concord Rd.	10/2/2003	480,000
72 Concord Rd.	10/2/2003	506,000
115 Concord Rd.	5/30/2003	449,000
13 Coughlin St.	5/14/2003	450,000
10 Cowdrey Ln.	10/31/2003	449,000
23 Davis Rd. #A10	8/18/2003	120,000
19 Davis Rd. #A12	9/26/2003	133,000
11 Davis Rd. #B10	6/30/2003	113,800
11 Davis Rd. #B12	2/14/2003	150,000
23 Davis Rd. #B12	8/29/2003	126,000

<u>Property Location</u>	<u>Sale Date</u>	<u>Sale Price</u>	<u>Property Location</u>	<u>Sale Date</u>	<u>Sale Price</u> ⁶
17 Davis Rd. #B12	8/29/2003	170,000	Flintlock Dr.	11/19/2003	413,900
9 Davis Rd. #B7	3/29/2003	177,900	17 Forest Rd.	12/19/2003	485,000
23 Davis Rd. #B7	12/23/2003	219,900	13 Gioconda Av.	1/30/2003	343,000
23 Davis Rd. #B9	10/1/2003	131,250	406 Great Elm Wy.	6/23/2003	324,000
17 Davis Rd. #C10	9/2/2003	148,750	425 Great Elm Wy.	3/14/2003	325,000
23 Davis Rd. #C12	8/1/2003	127,000	555 Great Elm Wy.	3/7/2003	294,000
17 Davis Rd. #C13	7/11/2003	127,500	556 Great Elm Wy.	12/19/2003	335,000
17 Davis Rd. #C14	8/1/2003	125,000	577 Great Elm Wy.	3/17/2003	268,000
23 Davis Rd. #C16	1/28/2003	160,000	164 Great Rd.	11/21/2003	450,000
9 Davis Rd. #C2	7/10/2003	157,000	448 Great Rd.	2/28/2003	751,000
15 Davis Rd. #C6	6/25/2003	124,500	368 Great Rd. #1	12/15/2003	137,000
9 Davis Rd. #C8	10/8/2003	125,500	428 Great Rd. #1	9/22/2003	119,000
9 Davis Rd. #C9	1/2/2003	132,500	376 Great Rd. #13	8/19/2003	135,000
15 Deacon Hunt Dr.	7/23/2003	561,000	426 Great Rd. #14	7/30/2003	100,000
6 Deergass Ln.	8/14/2003	475,000	428 Great Rd. #15	10/29/2003	106,500
1 Devon Dr.	8/11/2003	389,900	428 Great Rd. #16	9/18/2003	95,000
3 Devon Dr.	6/2/2003	348,600	48 Great Rd. #18	11/14/2003	158,000
22 Devon Sr.	4/1/2003	405,540	403 Great Rd. #2	9/11/2003	255,000
2 Doris Rd.	4/7/2003	470,000	179 Great Rd. #210	10/27/2003	213,000
44 Drummer Rd.	5/1/2003	253,000	405 Great Rd. #23	11/13/2003	187,000
61 Drummer Rd.	5/29/2003	252,000	48 Great Rd. #24	8/29/2003	114,900
73 Drummer Rd.	8/1/2003	255,000	48 Great Rd. #35	3/31/2003	110,500
87 Drummer Rd.	12/16/2003	270,000	370 Great Rd. #6	4/29/2003	240,000
93 Drummer Rd.	9/2/2003	278,000	399 Great Rd. #7	4/24/2003	234,000
1 Drummer Rd. #A1	9/2/2003	113,500	405 Great Rd. #9	8/22/2003	141,000
1 Drummer Rd. #A6	6/18/2003	166,000	420 Great Rd. #A3	12/31/2003	92,000
3 Drummer Rd. #B1	7/1/2003	159,000	420 Great Rd. #A4	4/18/2003	130,000
3 Drummer Rd. #B6	5/30/2003	182,000	420 Great Rd. #A6	1/15/2003	73,500
5 Drummer Rd. #C4	6/24/2003	179,500	205 Great Rd. #A8	9/8/2003	96,851
4 Drummer Rd. #E1	3/3/2003	158,000	209 Great Rd. #B1	1/28/2003	171,900
4 Drummer Rd. #E3	12/2/2003	194,000	420 Great Rd. #B3	8/15/2003	125,000
4 Drummer Rd. #E4	6/24/2003	162,000	187 Great Rd. #B6	3/19/2003	114,900
4 Drummer Rd. #E5	10/27/2003	174,900	209 Great Rd. #B7	8/28/2003	124,900
4 Drummer Rd. #E6	10/3/2003	167,000	187 Great Rd. #B8	9/16/2003	106,000
15 Duggan Rd.	6/30/2003	494,300	420 Great Rd. #B8	6/4/2003	115,000
31 Duggan Rd.	12/9/2003	443,500	209 Great Rd. #C1	11/24/2003	179,900
5 Dunham Ln.	1/9/2003	635,900	187 Great Rd. #C2	3/3/2003	145,000
7 Dunham Ln.	6/3/2003	675,000	209 Great Rd. #C3	9/4/2003	134,900
8 Dunham Ln.	10/29/2003	729,900	187 Great Rd. #C8	11/6/2003	129,000
7 Elm St. Unit 1	7/29/2003	182,000	392 Great Rd. A103	10/30/2003	155,300
9 Elm. St. Unit 2	6/26/2003	178,000	382 Great Rd. A104	8/22/2003	109,000
5 Elm St. Unit 8	5/12/2003	182,000	390 Great Rd. A12	7/30/2003	132,900
9 Elm St. Unit 8	3/5/2003	175,000	392 Great Rd. A203	11/28/2003	159,000
7 Emerson Dr.	5/14/2003	515,000	392 Great Rd. A204	9/5/2003	127,900
50 Esterbrook Rd.	10/31/2003	475,000	380 Great Rd. A302	12/5/2003	132,900
80 Esterbrook Rd.	10/30/2003	792,000	382 Great Rd. A302	6/19/2003	132,500
1 Ethan Allen Dr.	6/26/2003	409,900	380 Great Rd. A303	3/31/2003	160,400
13 Ethan Allen Dr.	4/22/2003	487,000	384 Great Rd. A303	12/29/2003	162,000
18 Ethan Allen Dr.	9/3/2003	455,000	392 Great Rd. A303	12/2/2003	164,900
33 Ethan Allen Dr.	8/12/2003	620,000	384 Great Rd. B102	5/29/2003	157,500
6 Evergreen Rd.	12/17/2003	405,000	392 Great Rd. B103	7/31/2003	100,000
6 Farmstead Wy.	8/15/2003	801,000	386 Great Rd. B17	9/24/2003	137,000
5 Faulkner Hill Rd.	8/29/2003	471,000	392 Great Rd. B203	2/28/2003	134,000
19 Faulkner Hill Rd.	10/1/2003	469,275	386 Great Rd. B21	2/4/2003	127,000
30 Faulkner Hill Rd.	8/8/2003	488,000	386 Great Rd. B24	9/22/2003	162,000

<u>Property Location</u>	<u>Sale Date</u>	<u>Sale Price</u>	<u>Property Location</u>	<u>Sale Date</u>	<u>Sale Price</u>
392 Great Rd. B302	3/20/2003	159,900	104 Main St.	4/18/2003	295,000
392 Great Rd. B303	3/14/2003	130,000	288 Main St.	10/6/2003	302,959
380 Great Rd. B304	4/30/2003	147,500	460 Main St.	8/25/2003	500,000
10 Greenwood Ln.	7/1/2003	492,500	736 Main St.	5/29/2003	525,000
7 Grist Mill Rd.	7/30/2003	505,000	274 Main St. #A5	9/30/2003	225,000
11 Half Moon Hill	2/3/2003	450,000	272 Main St. #B2	6/27/2003	205,000
93 Harris St.	5/22/2003	410,150	272 Main St. #B7	3/18/2003	173,500
30 Hartland Wy.	7/2/2003	372,000	276 Main St. #C2	9/16/2003	207,500
32 Hartland Wy.	12/23/2003	359,900	276 Main St. #C4	11/21/2003	199,500
34 Harland Wy.	6/25/2003	359,900	3 Mallard Rd.	4/11/2003	412,000
36 Hartland Wy.	7/24/2003	379,500	55 Maple St.	7/28/2003	239,000
27 Hartland Wy. #101	9/2/2003	259,900	57 Maple St.	8/29/2003	370,000
27 Hartland Wy. #109	10/16/2003	289,800	25 Marshall Pa	6/2/2003	895,000
27 Hartland Wy. #202	11/17/2003	359,900	448 Mass Av.	9/2/2003	335,000
27 Hartland Wy. #208	9/5/2003	309,900	471 Mass Av.	9/19/2003	652,500
23 Hayward Rd.	10/17/2003	490,000	522 Mass Av.	1/3/2003	300,000
39 Hayward Rd.	7/31/2003	620,000	622 Mass Av.	12/4/2003	336,000
52 Hayward Rd.	1/31/2003	395,000	668 Mass Av.	2/27/2003	315,000
5 Heritage Rd.	9/9/2003	399,900	2 McKinley Dr.	6/30/2003	790,000
135 High St.	11/24/2003	455,000	4 McKinley Dr.	4/16/2003	805,000
140 High St.	8/27/2003	696,000	202 Meadows Edge	12/15/2003	249,000
185 High St.	7/16/2003	463,000	21 Meyer Hill Dr.	3/17/2003	437,500
22 Hillcrest Dr.	12/8/2003	639,900	23 Meyer Hill Dr.	8/28/2003	486,000
3 Hosmer St.	5/16/2003	342,450	5 Milbery Ln.	8/28/2003	865,000
8 Hosmer St.	6/23/2003	495,000	4 Minot Av.	9/24/2003	570,000
44 Hosmer St.	6/2/2003	465,000	5 Minot Av.	2/21/2003	470,000
107 Hosmer St.	7/14/2003	474,000	7 Minot Av.	2/4/2003	469,000
85 Hosmer St. #E5	8/8/2003	140,000	17 Minot Av.	10/28/2003	499,900
8 Huckleberry Ln.	12/16/2003	765,000	41 Minot Av.	10/2/2003	838,784
14 Jackson Dr.	3/21/2003	869,900	21 Minuteman Rd.	6/18/2003	410,500
37 Jackson Dr.	6/20/2003	876,000	32 Minuteman Rd.	8/25/2003	400,000
1 Jefferson Dr.	9/15/2003	475,000	2 Mohegan Rd.	4/2/2003	452,500
22 John Swift Rd.	6/23/2003	384,000	5 Mohegan Rd.	7/7/2003	444,437
24 Joseph Reed Ln.	8/4/2003	659,900	8 Mohegan Rd.	9/17/2003	367,200
3 Juniper Ridge Rd.	1/24/2003	425,000	5 Musket Dr.	12/17/2003	650,000
5 Juniper Ridge Rd.	12/16/2003	450,000	74 Nagog Hill Rd.	8/12/2003	518,000
4 Kate Dr.	8/16/2003	626,500	103 Nagog Hill Rd.	9/2/2003	475,000
6 Kinsley Rd.	5/7/2003	505,000	315 Nagog Hill Rd.	7/15/2003	829,000
24 Kinsley Rd.	8/29/2003	375,500	18 Nashoba Rd.	7/22/2003	539,000
27 Kinsley Rd.	8/22/2003	375,900	27 Nashoba Rd.	11/8/2003	426,000
42 Kinsley Rd.	9/15/2003	338,000	43 Newtown Rd.	8/22/2003	498,000
13 Knowlton Dr.	6/9/2003	620,000	47 Newtown Rd.	10/8/2003	475,000
13 Lawsbrook Rd.	3/14/2003	320,000	66 Newtown Rd.	5/3/2003	690,000
66 Liberty St.	5/30/2003	381,000	120 Newtown Rd.	1/31/2003	630,000
2 Lilac Ct.	4/8/2003	379,500	214 Newtown Rd.	12/9/2003	925,000
7 Lilac Ct.	6/3/2003	372,000	234 Newtown Rd.	11/14/2003	635,000
13 Lillian Rd.	6/12/2003	410,000	66 Nonset Pa.	3/3/2003	465,000
27 Lincoln Dr.	6/20/2003	655,000	122 Nonset Pa.	10/28/2003	734,000
13 Long Ridge Rd.	7/31/2003	485,800	221 Old Beaverbrook	11/26/2003	303,000
9 MacLeod Ln.	7/26/2003	660,000	291 Old Beaverbrook	3/11/2003	248,000
7 Maddy Ln.	11/24/2003	699,000	376 Old Beaverbrook	6/26/2003	332,000
1 Maillet Dr.	3/3/2003	530,000	4 Old Cart Pa.	12/5/2003	635,000
4 Maillet Dr.	2/3/2003	605,000	435 Old Stonebrook	6/23/2003	322,000
50 Main St.	6/26/2003	409,000	26 Old Village Rd.	11/12/2003	685,000
74 Main St.	9/15/2003	415,000	30 Oneida Rd.	7/22/2003	389,000

Property Location	Sale Date	Sale Price	Property Location	Sale Date	Sale Price66
3 Overlook Dr.	7/1/2003	649,000	Seminole Rd.	7/30/2003	346,500
8 Overlook Dr.	1/15/2003	640,000	23 Seneca Rd.	9/2/2003	540,000
3 Parker St.	3/31/2003	504,000	17 Silver Hill Rd.	1/6/2003	600,000
25 Parker St.	12/10/2003	235,000	26 Simon Willard Rd.	4/28/2003	457,500
31 Parker St.	10/28/2003	310,000	170 Split Rock Dr.	8/19/2003	315,000
47 Parker St.	7/31/2003	383,000	175 Split Rock Dr.	9/19/2003	250,000
150 Parker St.	7/18/2003	458,800	176 Split Rock Dr.	9/15/2003	325,000
227 Parker St.	7/16/2003	405,000	5-9 Spruce St. U1	12/13/2003	500,000
236 Parker St.	10/22/2003	366,000	1 St. James Cir.	7/18/2003	369,000
258 Parker St.	9/8/2003	643,450	17 Stoneymeade Wy.	2/3/2003	790,000
118 Parker St. #11	11/7/2003	150,000	37 Stoneymeade Wy.	9/16/2003	870,000
118 Parker St. #13	9/5/2003	119,000	81 Stow St.	8/22/2003	340,000
118 Parker St. #22	5/27/2003	141,000	136 Strawberry Hill Rd.	9/5/2003	842,000
118 Parker St. #25	11/25/2003	148,500	2 Sutton Pl.	7/14/2003	716,000
118 Parker St. #36	12/30/2003	160,000	3 Tenney Cir.	4/30/2003	625,000
126 Parker St. #A13	7/29/2003	83,500	18 Thoreau Rd.	1/16/2003	525,000
126 Parker St. #A33	3/28/2003	114,000	3 Tinsdale Dr.	5/16/2003	372,900
132 Parker St. #16	12/8/2003	174,900	4 Tinsdale Dr.	3/17/2003	396,400
130 Parker St. #J1	9/2/2003	169,000	6 Tinsdale Dr.	8/11/2003	368,250
130 Parker St. #L4	7/17/2003	163,000	2 Towne House Ln. #12	9/29/2003	174,900
130 Parker St. #L5	10/14/2003	168,000	2 Towne House Ln. #15	8/25/2003	109,900
128 Parker St. 2A	11/4/2003	275,000	517 Tumbling Hawk	9/30/2003	320,000
128 Parker St. 2D	5/30/2003	268,000	526 Tumbling Hawk	7/25/2003	289,900
128 Parker St. 3D	5/14/2003	260,000	9 Vanderbelt Rd.	4/30/2003	435,000
29 Paul Revere Rd.	9/18/2003	472,493	6A Wampanoag Dr.	4/29/2003	739,900
3 Perkins Ln.	10/22/2003	489,900	11 Wampus Av. #A13	4/24/2003	127,000
391 Pine Cone Strand	5/28/2003	286,900	9 Wampus Av. #A6	12/24/2003	106,500
395 Pine Cone Strand	3/14/2003	286,000	9 Wampus Av. #A7	8/5/2003	124,000
1 Pinewood Rd.	8/22/2003	439,000	9 Wampus Av. #A8	11/13/2003	132,000
39 Piper Rd.	10/30/2003	444,400	5 Wampus Av. #B1	8/19/2003	122,000
63 Piper Rd.	9/12/2003	460,000	5 Wampus Av. #B7	7/14/2003	124,000
138 Pope Rd.	6/23/2003	899,000	34 Washington Dr.	5/22/2003	615,000
5 Powder Horn Ln.	12/2/2003	560,000	35 Washington Dr.	4/23/2003	605,000
18 Powder Mill Rd.	12/3/2003	650,000	64 Washington Dr.	5/23/2003	685,000
15 Prescott Rd.	9/23/2003	673,000	70 Washington Dr.	8/29/2003	605,000
60 Prospect St.	10/29/2003	400,000	74 Washington Dr.	9/12/2003	610,000
3 Putter Dr.	10/17/2003	715,000	111 Waterside Clr.	8/23/2003	282,500
4 Putter Dr.	7/18/2003	750,000	4 Westside Dr.	6/23/2003	449,900
4 Quail Run	7/29/2003	393,000	6 Westside Dr.	4/1/2003	458,900
9 Reeve St.	7/16/2003	792,500	16 Westside Dr.	6/28/2003	479,000
22 Revolutionary Rd.	1/6/2003	787,500	2 Whispering Wa	8/19/2003	650,000
9 Robinwood Rd.	1/15/2003	489,950	10 Whittier Dr.	8/21/2003	455,000
17 Robinwood Rd.	1/30/2003	516,500	12 Whittier Dr.	6/5/2003	587,400
1 Samantha Wy.	6/24/2003	430,000	16 Whittier Dr.	10/17/2003	589,900
5 Samantha Wy.	7/11/2003	425,902	18 Whittier Dr.	6/26/2003	492,450
7 Sandy Dr.	7/17/2003	668,000	16 Willis Holden Dr.	7/24/2003	723,500
12 Sandy Dr.	7/15/2003	627,000	111 Willow St.	10/30/2003	433,500
115 School St.	5/22/2003	425,000	142 Willow St. Rear	10/2/2003	27,500
135 School St.	10/27/2003	409,000	5 Wilson Ln.	2/14/2003	605,000
188 School St.	2/13/2003	616,368	14 Windemere Dr.	9/15/2003	560,000
215L School St.	6/24/2003	276,800	1 Windingwood Ln.	4/8/2003	539,000
255 School St.	8/29/2003	350,000	19 Windingwood Ln.	12/12/2003	588,000
267 School St.	12/5/2003	620,000	75 Winsor Av.	10/10/2003	535,000
53 Seminole Rd.	3/27/2003	352,500	8 Wingate Ln.	10/24/2003	930,000
56 Seminole Rd.	3/4/2003	385,000	29 Woodbury Ln.	8/27/2003	391,000
58 Seminole Rd.	6/17/2003	283,000	Parcel Count: 400		

ELIZABETH WHITE FUND

A permanent fund was bequeathed to the Town of Acton by George R. White, in memory of his mother, Elizabeth. The income from the fund is to be used only "in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid and assistance by inquiry and investigation, in advance of the claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making an application for aid."

The Board of Selectmen approved the White Fund's Trustees request for a total distribution in FY 04 of \$2515 given to individuals and households in need.

Trustees
Cornelia Huber
Frank Joyner
Andrea Miller

FINANCE COMMITTEE

The age-old Chinese saying, "may you live in interesting times," still holds true for our town. Only the saying might be more apt to read something like "may you live in difficult times." We are aware of these times because the Finance Committee takes an active role in committee and board meetings. We routinely send representatives to many of these meetings, so that we can understand the needs of the town and the schools, remain involved in the process, while at the same time bringing the "bigger picture" to the debate.

These are truly trying times for our elected and appointed officials. Many sources of revenue have been on a steady decline for the past three years. Including the projections for this coming fiscal year, Acton will have lost over four million dollars in state aid alone (Chapter 70, School Transportation), a 21% drop in this category. The slowdown in the economy has also meant a decrease in tax revenue from new construction. Over the last three years this category has dropped from a high of \$895,000/year to a projected low of \$615,000 for this coming year, a 31% decline and a combined loss of \$700,000 in revenue over the three-year period.

At the same time the operational side of our budget is in large part driven by salaries, benefits, pension costs and utilities. The salaries and benefits that we pay our employees are negotiated through collective bargaining with our labor unions. At the current level of service, every 1% increase in salaries costs the town approximately \$350,000. A 3% wage increase translates to slightly over \$1.0 million dollars. Health insurance costs are rising 15% annually, translating to an increase of \$1.0 million dollars in this category alone. Pension costs are going up 15% (a \$300,000 increase) and utilities anywhere from 10%-20% (a \$350,000 increase).

To put this in context, one needs to understand the constraints imposed on the town due to Proposition 2-1/2. For this coming fiscal year (FY 2006) the projected amount of new revenue will be \$1.77 million dollars. This consists of a \$1.16 million increase on the base tax levy and \$610,000 in new growth tax revenue. We would need \$2.7 million just to cover the increases in salaries, health insurance, pension and utilities alone for this coming year. That is approximately one million dollars more than what Proposition 2-1/2 affords us, without taking into account all the other aspects of our budget, which are equally in need of attention, if not more so.

Acton has been struggling with this delicate juggling act for quite some time now. During this time, and with the approval of the voters, the town's leadership made a conscientious decision to maintain as much of the direct service elements of our budget as possible. To balance our budgets town officials proposed a \$3M operating override in fiscal year 2004 that was approved by the voters. In addition, over the past few years they elected to use a variety of revenue sources, most of them non-recurring, to augment the property tax revenue (by far our biggest source of revenue). This has caused our reserves to reach dangerously low levels. At the same time, other aspects of our budget have been depressed to make this juggling act work. On-going maintenance of buildings, grounds and roads, and police cruiser and vehicle replacement has been stretched to the maximum. Our schools have been pushing off the maintenance of the satellite school buildings, the replacement of textbooks and the replenishment of school supplies. We are at the point now where the "wells are dry", the "operational infrastructure" (tools, vehicles, supplies, etc.) needs attention, and we are faced with some difficult choices.

To "do more with less" is no longer practical, nor is it prudent. Any efficiencies in operating our town and school institutions have been identified, exercised and implemented over the last decade. To maintain the current level of service going out into the future, with the projected cost increases and with no new outside sources of revenue, will require a steady "diet" of operating overrides to Proposition 2-1/2 (see Figure 1). Without a consistent and dependable infusion of new revenue we are going to have to change our service delivery model. Plain and simple. So what does this mean?

The estimates from the Board of Selectmen and the School Committees are not pleasant. They might entail increasing elementary class sizes from 25 to 35 students. They might mean closing one of the older elementary schools for a number of years and redistributing 500 students to the other four schools. They will likely entail closing a fire station for a similar period of time. Police presence and shifts will be dramatically reduced. The library will shutter its doors for two, possibly three days a week. Our roads will have to endure more holes and our sidewalks will have to wait longer to get paved. These are the kinds of changes in service that we must consider if we are not going to override Proposition 2-1/2 on a regular basis.

Property taxes will also see a rise this year due to the borrowing that we are incurring for the School and Public Safety Building projects. This year we fixed our debt schedule for the Junior High School project after receiving the lion's share of our state matching funds from the new State Building Assistance (SBA) program. If all goes well we will receive our matching funds for the High School project this time next year, at which time we will be able to fix our borrowing for that project and reduce the total annual debt service from \$3.5 million (FY 2006) to \$3.1 million (FY 2007).

Acton's schools and municipal services continue to face an uncertain future because they are so heavily dependent upon the local property tax for their budgetary support. Acton's citizens and voters will need to choose what pattern of services and tax increases they believe are necessary and appropriate. The Finance Committee looks forward to assisting Acton's citizens and its committees and boards to understand and deal with these issues.

Respectfully submitted,
Jonathan Chinitz, Chair
John Ryder, Vice Chair
Pat Clifford
Pat Easterly
Bob Evans
Gim Hom
Herman Kabakoff
Rheta Roeber
David Stone



Affordable House on dunham Lane

GOODNOW FUND_____

The Goodnow Fund specifies that the interest earned each year to be used to pay for perpetual care of the Goodnow lot in Woodlawn Cemetery and the balance to go to the Acton Congregational Church to be used towards the minister's salary.

Investment: \$3,000.00
Receipts and Disbursements:
Interest earned July 1 2003 to June 30, 2004 \$90.04
Town of Acton for Perpetual Care \$20

Balance to the Treasurer of the
Acton Congregational Church \$70.04

Respectfully submitted,

Alice Miller
Karen Sharp
Sally Moore
Trustees of the Goodnow Fund

TOWN ACCOUNTANT_____

I respectfully submit the following for the 2004 Annual Report of the Town of Acton:

Financial Reports for the period ended June 30, 2004:

- 1) Statement of Revenues and Expenditures - General Fund
- 2) Detailed Budget Object Report
- 3) Trust Fund Activity - Principal and Income

My sincere thanks to Karen Kucala, Lisa Krause, and Joanne Butman for all their hard work for the department. Their dedication to the Town has been tremendous and I'm honored to work along side them.

Respectfully Submitted,

Stephen G. Barrett CPA
Finance Director/ Town Accountant

TOWN OF ACTON, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
JUNE 30, 2004 (UNAUDITED)

Revenues:

Property Taxes	46,695,452.00
Intergovernmental - State	5,304,512.00
Intergovernmental - Federal	22,727.00
Motor Vehicle Excise	2,552,577.00
Investment Income	176,819.00
Other Revenue	780,227.00
Total Revenues	55,532,314.00

Expenditures:

General Government	3,641,687.00
Public Safety	5,354,907.00
Education	36,342,263.00
Public Works	2,109,412.00
Library	778,268.00
Pensions	1,419,849.00
Insurance	1,701,270.00
State & County Assessments	164,510.00
Capital Outlay	1,402,101.00
Principal Debt Service	1,354,454.00
Interest Debt Service	1,127,980.00
Total Expenditures	55,396,701.00

Excess (Deficiency) of Revenues Over Expenditures	135,613.00
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Other Financing Sources (Uses)

Operating Transfers In	319,940.00
Operating Transfers Out	-405,000.00

Total Other Financing Sources (Uses)	-85,060.00
Excess (Deficiency) of Revenues And Other Financing Sources Over Expenditures And Other Financing Uses	50,553.00

Fund Balance At Beginning of Year	8,314,398.00
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Fund Balance At End of Year	8,364,951.00
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TOWN OF ACTON
DEPARTMENT OBJECT BUDGET
YEAR ENDED JUNE 30, 2004

SUB ACCT	DESCRIPTION	FY2004 BUDGET	FY2004 EXPENDED	PERCENT EXPENDED
Accountant/ Comptroller				
5100	Personal Services	\$156,178	\$156,453	100.18%
5200	Services	\$1,483	\$70	4.72%
5400	Supplies	\$2,769	\$2,024	73.09%
	Department Total	\$160,430	\$158,547	98.83%
Assessors				
5100	Personal Services	\$144,242	\$144,215	99.98%
5200	Services	\$90,197	\$78,887	87.46%
5400	Supplies	\$1,395	\$1,222	87.60%
	Department Total	\$235,834	\$224,324	95.12%
Building Inspector				
5100	Personal Services	\$174,545	\$174,545	100.00%
5200	Services	\$1,348	\$941	69.80%
5400	Supplies	\$2,708	\$3,588	132.49%
	Department Total	\$178,601	\$179,074	100.26%
Town Clerk				
5100	Personal Services	\$106,367	\$91,417	85.94%
5200	Services	\$867	\$780	89.92%
5400	Supplies	\$1,800	\$1,254	69.65%
	Department Total	\$109,034	\$93,450	85.71%
Civil Defense				
5200	Services	\$2,505	\$2,956	118.01%
5400	Supplies	\$31,808	\$45,811	144.02%
	Department Total	\$34,313	\$48,768	142.13%
COA/ Council on Aging				
5100	Personal Services	\$110,626	\$110,030	99.46%
5200	Services	\$9,384	\$8,619	91.85%
5400	Supplies	\$7,041	\$7,914	112.40%
	Department Total	\$127,051	\$126,564	99.62%
Collector				
5100	Personal Services	\$155,587	\$155,566	99.99%
5200	Services	\$59,067	\$34,929	59.13%
5400	Supplies	\$22,000	\$18,923	86.01%
	Department Total	\$236,654	\$209,417	88.49%
Commission on Disabilities				
5200	Services	\$1,500	\$1,375	91.67%
Dog Officer (in Town Mgr Budget)				
5100	Personal Services			
5200	Services	\$10,550	\$9,500	90.05%
	Department Total	\$10,550	\$9,500	90.05%

SUB ACCT	DESCRIPTION	FY2004 BUDGET	FY2004 EXPENDED	PERCENT EXPENDED
Elections				
5100	Personal Services	\$1,300	\$1,300	100.00%
5200	Services	\$27,787	\$16,490	59.34%
5400	Supplies	\$5,400	\$2,871	53.16%
	Department Total	\$34,487	\$20,660	59.91%
Engineering				
5100	Personal Services	\$193,893	\$156,234	80.58%
5200	Services	\$17,057	\$16,351	95.86%
5400	Supplies	\$2,826	\$1,778	62.90%
	Department Total	\$213,776	\$174,363	81.56%
Finance Director				
5100	Personal Services	\$133,727	\$133,711	99.99%
5200	Services	155,729	\$109,727	70.46%
5400	Supplies	\$63,117	\$33,100	52.44%
5600	Intergovernmental	\$43,116	\$43,116	100.00%
5700	Other Appropriations	\$3,246,046	\$3,121,118	96.15%
5900	Debt Service	\$2,528,651	\$2,482,779	98.19%
	Department Total	\$6,170,386	\$5,923,552	96.00%
Finance Committee				
5200	Services	\$1,000	\$535	53.50%
5700	Other Appropriations	\$25,000	\$25,000	100.00%
	Department Total	\$26,000	\$25,535	98.21%
Fire				
5100	Personal Services	\$2,510,891	\$2,566,574	102.22%
5200	Services	\$40,283	\$28,735	71.33%
5400	Supplies	\$87,504	\$45,683	52.21%
5600	Intergovernmental	\$45,250	26	0.06%
5800	Capital Outlay	\$15,252	\$ -	0.00%
	Department Total	\$2,699,180	\$2,641,018	97.85%
Health				
5100	Personal Services	\$88,728	\$84,558	95.30%
5200	Services	\$54,434	\$64,467	118.43%
5400	Supplies	\$1,360	\$3,353	246.54%
	Department Total	\$144,522	\$152,378	105.44%
Highway				
5100	Personal Services	\$727,278	\$741,130	101.90%
5200	Services	\$430,349	\$330,023	76.69%
5400	Supplies	\$405,175	\$349,614	86.29%
5700	Other Appropriations	\$11,130	\$8,002	71.90%
5800	Capital Outlay	\$195,384	\$100,125	51.25%
	Department Total	\$1,769,316	\$1,528,896	86.41%
Historical Commission				
5400	Supplies	\$600	\$285	47.50%
	Department Total	\$600	\$285	47.50%

SUB ACCT	DESCRIPTION	FY2004 BUDGET	FY2004 EXPENDED	PERCENT EXPENDED
Human Resources				
5100	Personal Services	\$109,241	\$63,106	57.77%
5200	Services	\$36,471	\$7,671	21.03%
5400	Supplies	\$4,134	\$1,015	24.56%
	Department Total	\$149,846	\$71,793	47.91%
Information Technology				
	Personal Services	\$128,303	\$107,975	84.16%
5200	Services	\$309,195	\$296,185	95.79%
5400	Supplies	\$1,012	\$1,710	168.93%
	Department Total	\$438,510	\$405,870	92.56%
Town Manager				
5100	Personal Services	\$320,024	\$291,019	90.94%
5200	Services	\$517,772	\$445,018	85.95%
5400	Supplies	\$29,801	\$12,593	42.26%
5800	Capital Outlay	\$ -	\$ -	
	Department Total	\$867,597	\$748,630	86.29%
Memorial Library				
5100	Personal Services	\$603,646	\$597,174	98.93%
5200	Services	\$30,780	\$32,754	106.41%
5400	Supplies	\$109,877	\$119,800	109.03%
5700	Other Appropriations	\$ -	\$ -	
	Department Total	\$744,303	\$749,728	100.73%
Town Meeting Moderator				
5100	Personal Services	\$200	\$80	40.00%
5400	Supplies	\$20	\$ -	0.00%
	Department Total	\$220	\$80	36.36%
Municipal Properties				
5100	Personal Services	\$363,657	\$365,647	100.55%
5200	Services	\$561,690	\$525,034	93.47%
5400	Supplies	\$44,517	\$36,252	81.44%
5800	Capital Items	\$28,350	\$18,963	66.89%
	Department Total	\$998,214	\$945,896	94.76%
Natural Resources/ Cemetery				
5100	Personal Services	\$416,098	\$408,101	98.08%
5200	Services	\$18,182	\$13,343	73.39%
5400	Supplies	\$24,803	\$21,804	87.91%
5800	Capital Items	\$ -	\$ -	
	Department Total	\$459,083	\$443,248	96.55%
Planning Board				
5100	Personal Services	\$137,704	\$135,018	98.05%
5200	Services	\$5,138	\$4,388	85.41%
5400	Supplies	\$4,443	\$3,108	69.95%
	Department Total	147,285	\$142,514	96.76%

SUB ACCT	DESCRIPTION	FY2004 BUDGET	FY2004 EXPENDED	PERCENT EXPENDED
Police				
5100	Personal Services	\$2,340,216	\$2,356,273	100.69%
5200	Services	\$41,310	\$66,127	160.07%
5400	Supplies	\$66,656	\$54,149	81.24%
5800	Capital Outlay	\$99,027	\$99,782	100.76%
	Department Total	\$2,547,209	\$2,576,331	101.10%
Public Celebrations				
5100	Personal Services	\$ -	\$ -	
5200	Services	\$972	\$2,129	219.02%
5400	Supplies	\$29	\$ -	0.00%
	Department Total	\$1,001	\$2,129	212.67%
Veterans Service				
5100	Personal Services	\$2,600	\$ -	0.00%
5200	Services	106	\$ -	0.00%
5400	Supplies	\$150	\$ -	0.00%
5700	Other Appropriations	\$5,002	\$14,109	282.06%
	Department Total	\$7,858	\$14,109	179.55%
West Acton Library				
5100	Personal Services	\$23,424	\$23,470	100.20%
5200	Services	\$381	\$62	16.19%
5400	Supplies	\$5,630	\$5,008	88.96%
	Department Total	\$29,435	\$28,540	96.96%
Zoning Board of Appeals				
5400	Supplies	\$500	\$611	122.29%



A Path to Enlightenment in Acton-Boxborough High School

**TOWN OF ACTON
TRUST FUNDS
NON-EXPENDABLE FY04**

ACCOUNT	BEG BAL 7/1/2003	REVENUES	EXPENDED	J/E AND TRANSFERS IN (OUT)	END EXPENDABLE BAL PER G/L FY04
Principal					
T-16 Elizabeth White	26,715.00			(1,635.00)	25,080.00
T-28 Varnum Tuttle Mem'l	10,000.00				10,000.00
T-05 Betsy Ball Charity	10,095.26				10,095.26
T-18 Georgia Whitney Char	14,073.70				14,073.70
Total Charity Trust Funds	60,883.96	0.00	0.00	(1,635.00)	59,248.96
T-01 Charlotte Goodnow	3,000.00				3,000.00
Total Religious Trust	3,000.00	0.00	0.00	0.00	3,000.00
T-37 Action Youth	21,074.00				21,074.00
T-40 James Kinsley	1,000.00				1,000.00
Drum Tricentennial Fund	0.00				0.00
T-02 Firemen Relief	9,830.00				9,830.00
T-32 W Acton Fire Relief	0.00				0.00
Conservation Fund	0.00				0.00
Total Misc Trust	31,904.00		0.00	0.00	31,904.00
T-17 Georgia Whitney	15,000.00				15,000.00
T-31 Watson Fund	2,500.00				2,500.00
T-21 Hoit & Scott Fund	500.00				500.00
T-10 Dr Robert Davis	1,000.00				1,000.00
T-20 Frank Hayward	1,000.00				1,000.00
T-03 George Ames	465.49				465.49
T-19 Georgia Whitney	1,500.00				1,500.00
T-15 Robbins & Ames	21,210.08				21,210.08
Captain Robbins	2,500.00				2,500.00
T-13 Robbins Woodland	1,500.00				1,500.00
T-34 Jenks Family	142,176.26				142,176.26
T-12 Eldridge Robbins	1,000.00				1,000.00
T-11 Martha Desmond	3,000.00				3,000.00
T-05 New Perpetual Care	741,045.00				741,045.00
T-25 Raymond Monument	700.00				700.00
T-06 Old Perpetual Care	178,259.92				178,259.92
T-04 Arlette Appleyard	2,000.00				2,000.00
T-26 Raymond Care	2,000.00				2,000.00
T-35 Mary Smith Fund	2,000.00				2,000.00
T-27 Hosmer	102,238.95				102,238.95
T-29 Wetherbee	10,000.00				10,000.00
T-36 Ernest Jones	1,000.00				1,000.00
T-24 Blanchard	2,419.24				2,419.24
T-07 AB Conant Family	1,000.00				1,000.00
T-23 Frank Knowlton	1,000.00				1,000.00
T-22 Mrs. O'Neil	372.39				372.39
T-33 Wells	3,000.00				3,000.00
Porter Jenks	76,977.01				76,977.01
Total Cemetery Trust Fund	1,317,364.34				1,317,364.34

ACCOUNT	BEG BAL 7/1/2003	REVENUES	EXPENDED	J/E AND TRANSFERS IN (OUT)	END EXPENDABLE BAL PER G/L FY04
T-01 High School	4,000.00				4,000.00
T-90 Katherine M Kinsley	9,461.75				9,461.75
T-88 William A Wild	9,000.00				9,000.00
T-78 Susan/Luther Conant	1,532.00				1,532.00
T-86 Luke Tuttle	200.00				200.00
T-84 Newell B Tainter	11,849.79				11,849.79
T-82 Library Planter	1,000.00				1,000.00
T-80 Mildred P Moore	2,000.00				2,000.00
T-70 Mark Clapp	1,142.00				1,142.00
T-76 Hiram J Hapgood	200.00				200.00
T-72 Charlotte Conant	1,500.00				1,500.00
T-74 Minnie Davis	336.50				336.50
Florene Grandine	20,672.34				20,672.34
Acton Mem'l LBY Fund	0.00				0.00
Total Library & Ed Trust	62,894.38	0.00	0.00	0.00	62,894.38
Total Non-Expendable Trust	1,476,046.68	0.00	0.00	1635.00	1,474,411.68

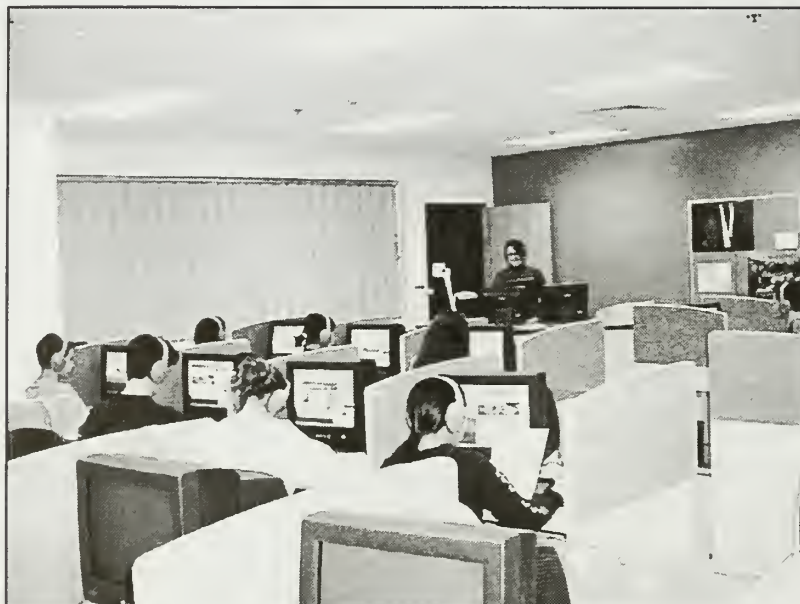


A Path to Enlightenment in Acton-Boxborough High School

**TOWN OF ACTON
TRUST FUNDS
EXPENDABLE FY04**

	BEG BAL	EXPENDITURES	REVENUES	J/E	END BAL PER G/L
INCOME ACCOUNTS	7/1/2003				6/30/2004
T-16 Elizabeth White Fund	2,450.91	(2,531.49)	1,085.34	1,635.00	2,639.76
T-28 Varnum Tuttle Mem'l	104,827.59	(32.38)	3,262.23		108,057.44
T-05 Betsey Ball Charity	54,018.09	(1,019.81)	1,972.96		54,971.24
T-18 Georgia Whitney Char	22,052.97	(1,516.84)	1,059.28		21,595.41
Total Charity Trust Funds	183,349.56	(5,100.52)	7,379.81	1,635.00	187,263.85
 T-01 Charlotte Goodnow	 90.04	 (92.59)	 84.88		 82.33
Total Religious Fund	90.04	(92.59)	84.88	0.00	82.33
 T-37 Jenks - Acton Youth Fd	 1,875.15	 (811.54)	 762.99		 1,826.60
T-40 James Kinsley Fund	5,914.98	(2.19)	190.11		6,102.90
Drum Tricentennial Fund	779.26	(0.18)	21.30		800.38
Firemen's Relief Fund	160,709.12	(45.02)	4,687.90		165,352.00
T-32 W. Acton Fire Relief	14,202.87	(3.25)	392.62		14,592.24
Conservation Fund	36,212.89	(8.29)	987.11		37,191.71
Total Misc Trust Fund	219,694.27	(870.47)	7,042.03	0.00	225,865.83
 T-17 Georgia Whitney Mem'l	 16,645.34	 (38.38)	 921.94		 17,528.90
T-31 Watson Fund	6,435.39	(287.55)	266.73		6,414.57
T-21 Hoit & Scott Fund	1,154.74	(288.70)	50.55		916.59
T-10 Dr. Robert Davis Fund	3,028.12	(242.55)	119.85		2,905.42
T-20 Frank Hayward Fund	8,850.66	(175.83)	279.12		8,953.95
T-03 George Ames Fund	892.26	(155.60)	41.01		777.67
T-19 Georgia Whitney Fund	1,620.27	(133.68)	96.97		1,583.56
T-15 Robbins & Ames Fund	91,669.73	(6,681.11)	3,306.91		88,295.53
T-14 Captain Robbins Fund	16,067.91	(489.77)	525.19		16,103.33
T-13 Robbins Woodland Fund	3,022.44	(314.97)	137.34		2,844.81
T-34 Jenks Family Fund	146,077.27	(22,562.18)	8,758.43		132,273.52
T-12 Eldridge Robbins Fund	2,352.38	(176.38)	99.82		2,275.82
T-11 Martha Desmond Fund	7,160.38	(731.12)	303.28		6,732.54
T-05 New Perpetual Care	52,059.87	(55,525.05)	76,102.57		72,637.39
T-25 Raymond Monument Fd	11,725.81	(39.27)	342.70		12,029.24
T-06 Old Perpetual Care	139,513.77	(31,487.76)	80,864.10		188,890.11
T-04 Arlette Appleyard Fund	5,160.05	(300.84)	213.00		5,072.21
T-26 Raymond Care Fund	5,241.16	(519.89)	219.67		4,940.94
T-35 Mary Smith Fund	2,680.77	(308.32)	143.38		2,515.83
T-27 Hosmer Fund	161,585.47	(21,068.79)	7,983.37		148,500.05
T-29 Wetherbee Fund	109,276.82	(683.32)	3,305.95		111,899.45
T-36 Ernest Jones Fund	1,678.78	(69.89)	79.16		1,688.05
T-24 Blanchard Fund	7,019.59	(432.95)	275.63		6,862.27
T-07 AB Conant Family Fd	2,648.86	(263.45)	110.95		2,496.36
T-23 Frank Knowlton Fund	1,905.88	(194.29)	88.70		1,800.29
T-22 Mrs. O'Neil Fund	1,580.38	(57.68)	55.63		1,578.33
T-33 Wells Fund	24,985.40	(206.21)	779.83		25,559.02
Porter Jenks Trust Fund	13,294.29	(5,298.02)	2,034.63		10,030.90
Total Cemetery Trust Funds	845,333.79	(148,733.55)	187,506.41	0.00	884,106.65

	BEG BAL	EXPENDITURES	REVENUES	J/E	END BAL PER G/L
T-01 High School Fund	444.33	(3.45)	141.15		582.03
T-90 Katherine M. Kinsley	523.46	(8.04)	389.44		904.86
T-88 William A. Wild Fund	3,447.60	(1,452.67)	417.10	0.00	2,412.03
T-78 Susan/ Luther Conant	3,263.13	(2.08)	137.66		3,398.71
T-86 Luke Tuttle Fund	1,454.32	(0.53)	46.73		1,500.52
T-84 Newell B. Tainter	3,409.20	(281.96)	487.68		3,614.92
T-82 Library Planter Fund	1,299.98	(1.14)	75.66		1,374.50
T-80 Mildred P. Moore	1,424.43	(2.00)	104.59		1,527.02
T-70 Mark Clapp Fund	238.44	(1.01)	45.14		282.57
T-76 Hiram J. Hapgood Fund	812.92	(0.35)	28.30		840.87
T-72 Charlotte Conant	1,403.06	(1.63)	86.16		1,487.59
T-74 Minnie Davis Fund	279.53	(0.35)	18.76		297.94
Florence Grandine Fund	2,111.70	(15.35)	1,068.34		3,164.69
George J. Kashua Trust	2,676.44	(2.29)	1,293.20		3,967.35
Acton Mem'l LBY Fund Endow	227,809.80	(19,790.13)	66,432.15		274,451.82
Total Library & Ed Trust	250,598.34	(21,562.98)	70,772.06	0.00	299,807.42
Total Expendable Trust	1,499,066.00	(176,360.11)	272,785.19	1,635.00	1,597,126.08



Acton-Boxborough High School's Word Language Laboratory

TOWN OF ACTON TRUST FUNDS_____

A Trust Fund is an endowment that generates funds to be used, in perpetuity, to support the Town in general or a specific purpose within the scope of Town government. Over the years, Acton citizens or other donors have created or added to an existing trust fund to provide permanent support for cemeteries, libraries, schools, firefighters and those less fortunate in the community, to name just a few.

Town of Acton trust funds are invested in a balanced fund consisting primarily of high-quality, readily marketable stocks, bonds and other assets, which have been approved by the Commonwealth. Each year, the Town spends Trust Fund earnings on current operations and on the other purposes designated by donors and implemented by trustees. Often the donors and trustees decide to reinvest part of the earnings to protect the principal against inflation.

Unrestricted trust fund earning support general operations. Other trust funds support specific areas, as specified by the donors, for example, firefighter relief, cemetery maintenance and land purchases, The Memorial Library, or direct aid payments to citizens in need. Tomorrow's Acton is being assisted by today's endowment gifts.

How to Make a Gift

Individuals making estate plans can contribute to the principal of an established fund or they may create a new fund. Individual trustees or Boards of Trustees welcome inquiries about offering a gift and would be pleased to provide assistance.

Gifts to the Town of Acton are tax-deductible to the full extent of the Internal Revenue Code. Gifts can be given in the form of cash, securities, stock and bond certificates or portions of shares or certificates, real estate, or left to the Town in your will.

All donors should consult a professional tax advisor or lawyer when embarking on a trust fund gift to the Town. Banks or brokers should be instructed not to sell long-term securities from your account and forward the proceeds to the Town of Acton. This would represent a cash transaction and would cause the donor to be liable for any capital gains tax. For depreciated securities, it may be to the donor's advantage to sell, establish a tax loss and then make the gift in cash to the Town of Acton.

For specific and more detailed information on making tax-deductible gifts to the Town of Acton, please contact John Murray or Stephen Barrett in the Town of Acton's Treasurer's Office. They can be reached by phone at 978-264-961; by e-mail to jmurray@acton-ma.gov, sbarrett@acton-ma.gov, or gifts of securities@acton-ma.gov. Correspondence by mail should be addressed to Town of Acton, Treasurer's Office, 472 Main Street, Acton, MA 01720.

The following Trust Funds are held by the Town of Acton. Specific financial information relating to each fund can be found in the Town Account's Report.

Cemetery Trust Funds

Unless noted otherwise, surplus income for perpetual care funds is to accumulate to be used only for improvements on the designated lots.

- T-3 **George T. Ames Fund**, established 1957, by Fred Robbins. Income for Perpetual Care.
- T-4 **Arlette Appleyard**. Income for perpetual care.
- T-24 **Luke Blanchard**, established 1909. (In 1958, Virginia A. Sanderson added funds for care of the Arthur F. Blanchard lot and Helen Gage added funds For the Luke Blanchard fund.) Income for perpetual care, flower fund, Calvin & Luther Blanchard Memorial/ Prospect St.; family tomb, Mt. Hope.
- T-7 **A. B. Conant and Family**, established 1959. Income for perpetual care.
- T-10 **Dr. Robert I Davis**, established 1955. Income for perpetual care, flower fund.
- T-11 **Martha L. Desmond**. Income for perpetual care, including shrub & monument replacement.
- T-20 **Frank C. Hayward**, established 1901/1947. Income for perpetual flowers and "perfect care" of the lot and monument. Funds also given for the cleaning of the monument... of "Lt. John Hayward who was first to spring upon the bridge at Concord fight... and took command of the Acton Minuteman after Capt. Davis fell, also grand nephew of the patriot James H, killed at Lexington while pursuing the British in the same fight."
- T-21 **Holt & Scott**, Income for perpetual care, flower fund
- T-27 **Susan Noyes Hosmer**, established 1931 (requested to be known as the Jeremiah and Susan Noyes Hosmer Woodlawn Cemetery Fund.) Income for "the care and upkeep of our family lot, with the remainder, income to be used for beautifying and improving Woodlawn Cemetery, but no part shall be used for the erection or maintenance of any building". (Money also willed to Acton Memorial Library)
- T-34 **Jenks Family**, established 1971. Income for perpetual care. Surplus income to be used for beautifying and improving Mount Hope Cemetery.

Porter Jenks Trust, Income for beautifying and improving Mount Hope Cemetery.

- T-36 **Ernest C. Jones**, Established 1973. Income for flower fund.
- T-23 **Frank R. Knowlton**, established 1955 by Jesse L. Knowlton. Income for perpetual care, flower fund, with surplus income to be used for improvement of said lots.
- T-22 **Mrs. Harry O'Neil**, established 1956, established by Fred L. Robbins. Income to be used for "flowers to be placed in Mrs. O'Neil's lot."
- T-6 **Perpetual Care Fund (old)**, established 1899 by a Town by-law. Income for perpetual care lots and monuments.
- T-5 **Perpetual Care Fund (new)**, established 1958, established by a Town by-law. Income for perpetual care, including monuments and markers, then for the care, maintenance and improvement of the cemetery, in which such lot(s) are located.
- T-26 **Henry S. Raymond Care**. Income for perpetual care, flower fund.
- T-25 **Henry S. Raymond Monument**. Income for monument care and replacement.
- T-12 **Elbridge J. Robbins & Desc.**, established 1963. Income for perpetual care.
- T-13 **Elbridge J. Robbins Lot- Woodlawn**, established 1968. Income for perpetual care.
- T-14 **Captain Robbins Lot- Woodlawn**, established 1968. Income for perpetual care and stone.
- T-15 **Ethel R. & Fred Robbins & George T. Ames**, established 1968. Income for care and improvement of any portion of Woodlawn Cemetery as the Commissioners shall see fit.
- T-35 **Mary E. Smith**. Income for perpetual care, flower fund.
- T-31 **Sarah A. Watson**, established 1959. Income for perpetual care.
- T-33 **Carrie F. Wells**, established 1959. Income for additional perpetual care, flower fund.
- T-29 **J. Roland Wetherbee**, established 1949. Income for perpetual care of lots and monuments.
- T-19 **Georgia E. Whitney Cemetery Fund**, established 1925/1946. Income for perpetual care.

Robbins Alarm Stone. For care of off-cemetery property, specifically the "Robbins Alarm Stone" on Concord Road.

Charity Trust Funds

- T-19 **Elizabeth White Fund**, established 1923 by George White in memory of his mother. Income to be used "to relieve the necessities of the deserving poor or unfortunate, preferably widows and orphans, irrespective of citizenship, and particularly in cases for which the Town may not be liable, but may feel a moral obligation to care for." "In case of loss of Any part of the principal by bad investments or otherwise, the income Shall be allowed to accumulate until such loss is made good."
- T-28 **Varnum Tuttle Memorial**, established 1958 by Jennie A. Tuttle. Income to be used by the Selectmen for the relief of worthy poor (of Acton), with authority to use part of the income for raising the standard of living of a considerable number of the citizens that "they may enjoy the benefits of our Anglo-Saxon Civilization and become better citizens of our Republic."
- T-05 **Betsey Ball Charity**, established 1950. Income to be used for "deserving poor of (Acton) as in the judgment of the Selectmen thereof may be in need of medical or surgical services and if, in the judgment of the Selectman, no person is in need of such services, may be used for the promotion of the industrial education of children resident in the Town, or... other educational purposes for the benefit or said town or its children as the Selectmen may deem proper."
- T-18 **Georgia Whitney Charity**, established 1936 (Varnum Tuttle's daughter). To be used for the needy poor of South Acton, preferably elderly persons and to be distributed so that the names of the recipients would not be known.

Religion Trust Fund

Charlotte T. Goodnow, established 1909. \$20 to be spent yearly for care of the family burial lot and the remainder of the income to be applied to "the support of the evangelical preaching in the Congregational Trinitarian Church (of Acton)."

Liberty and Education Trust Funds

- T-01 **High School Conant Fund**. To purchase books.
- T-90 **Katherine Mary Kinsley Fund**. There is to be given \$200.00 each year out of the fund for scholarships.
- T-88 **William A. Wilde Fund**, established 1895/1902. Income to be used yearly by the trustees in the purchase of books, magazines and papers, under the condition that the Town of Acton, in addition to such appropriation as the Town may make for the other uses of the Library, shall annually appropriate and pay to the trustees, to be used by them

expended in the purchase of books, magazines and papers... the sum of two hundred dollars, and show the town in any year refuse or neglect to make this appropriation.. this gift shall be thereby forfeited...

T-78 **Luther/ Susan Conant Fund**, established 1905. To be used for the purchase of books.

T-16 **Luke Tuttle Fund**, established 1915. For the Acton Memorial Library, without restrictions.

T-84 **Lilla H. and Newell B. Tainter Fund**, established 1955. Unrestricted.

T-82 **Library Planter Fund**, established 1975 by Florence A. Merriam. Yearly interest shall be spent for the maintenance of the library planter trays in the Acton Memorial Library. If or when the plants cease to serve their purpose, the Trustees shall be free to spend the principal and interest for whatever they believe will serve or improve the Acton Memorial Library..

T-80 **Mildred Pope Moore Fund**, established 1962. Income to be used for purchase of books.

T-70 **Mark Clapp Memorial Trust Fund**, established 1968 by Mrs. Norman L. Roche. Interest to be used yearly for purchase of books to be used on the primary grade level, but if there is no need at the time, the books may be purchased for any section Necessary. I would like a memorial sticker affixed to the back of each book purchased.

T-76 **Hiram J. Hapgood Fund**, established 1917. Income to be used for purchase of books for the Acton Memorial Library.

T-72 **Charlotte Conant Fund**, established 1944. Income to be used for purchase of books for the High School Library (will also gave to The Acton Memorial Library funds for purchase of books).

T-74 **Minnie Davis Fund**, established 1933. Both principal and income may be used for purchase of new books for the Acton Memorial Library.

Florence and Joseph Grandine Fund, established 1997. Interest to be used at the discretion of the Acton Memorial Library Trustees to pay for acquisitions for use by library patrons. If possible, items paid for by this fund should bear the word: "In Memory of Florence Rouillard Grandine."

George J. Kashuba Trust, established 2002 by the Kashuba Family. Money To be used for scientific and/ or medical books - reference only.

John W. Heald, established 1930. For the Acton Memorial Library, without restrictions.

Susan Noyes Hosmer, established 1931. For the Acton Memorial Library, without restrictions.

Acton Memorial Library Endowment Fund, established 1999 by the Acton Memorial Library Foundation. Trustees may expend one-half of the funds' "average annual appreciation" each year (the other half or any amount not spent in the year to be added to the principal), to be used to enhance, enrich and supplement Library materials, collections, cultural and educational programs, and other library-associated activities, including equipment that would support those area. The fund was not established to enable the Town to reduce its annual appropriation for the Library. Fund income shall not be used to substitute for basic library operating expenses.

Miscellaneous Trust Funds

T-17 **Georgia E. Whitney Memorial Fund**, established 1958 by will of Jennie A. Tuttle. Income "to provide education and uplifting instruction and influence for the pupils of the Acton High School and through such school for the inhabitants of the Town of Acton... Income not to be used for general maintenance of the High School "nor lessen the burdens of taxation."

T-37 **Jenks - Acton Youth Fund**.

T-40 **James Kinsley Fund**, established 1977. Income to be used "for the care, upkeep and maintenance of the land in Acton Center which I gave to the Town in 1940."

Fireman's Relief Fund, established 1935 by Town Meeting Vote. For the benefit of Acton's firefighters "who experience personal (minor) injury while engaged in fighting fires" (Donations over the years were added by deducting small sums from the volunteer's pay).

T-33 **West Acton Fireman's Relief**, established 1920 by Town Meeting Vote. Amended May 10, 1953. Funds "for the exclusive support of the volunteers of the West Acton Fire Company, so called, or such company of fireman having special charge over fires in precinct #3 of (Acton) as said precinct is at present constituted... while in the lawful performance of his duties as such fireman."

Conservation Fund. Account 55007427.

Drum Tri-Centennial Fund, established 1977 by Town of Acton Vote. Interest accrued to remain untouched until April 2074 or the year before beginning the Tricentennial Celebration. Use is restricted to "grants, gifts, expenses in connection with creative and aesthetic contributions to Acton's Tricentennial Celebration." Trustees appointed by the Town Moderator.

HUMAN SERVICES

ACTON COMMUNITY HOUSING CORPORATION

The Acton Community Housing Corporation, a town board appointed by the Board of Selectmen, continues to fulfill its mission to increase the supply of affordable housing in the town. ACHC exists to facilitate the creation of affordable housing opportunities with priority to Acton residents, children of Acton residents, and employees working in Acton. This has been an especially busy and interesting year for the committee.

The Committee welcomed a new associate member, Bernice Baran, who moved to Acton from Lexington and has jumped into volunteer work for the community. Bernice's presence is very helpful in meeting the increased workload of the committee. ACHC continues to welcome new Associate Members, especially in preparation for anticipated turnovers in the next few years.

Most of ACHC's time in 2004 was spent working with developers on proposed Chapter 40B developments, participating in the Community Development Plan for Housing, and exploring creative options for increasing the number of affordable housing units in Town.

Towne School Reuse, RFP, and Lease

The plans to develop the Towne School into 18 units of mixed income rental continue to be held in abeyance while state officials wrestle with the issue of applying public bid laws to privately developed property that is publicly owned.

Bob Whittlesey has carried this issue to the State and is optimistic about the outcome. DHCD has published guidelines for municipalities to follow when in this unique situation. The developer chosen in September 2003, Homeowners Rehab, Inc. of Cambridge, continues to wait patiently for this issue to be resolved. ACHC is hopeful that the project can move forward early in 2005. We have been working since May 2001 to bring this affordable housing project to reality.

Crossroads Condominium, Chapter 40B development

In early 2004, the three affordable units in the Crossroads development in Kelley's Corner were purchased by low and moderate income families. There were 64 applicants for the three units, including 28 households with an Acton connection, demonstrating the significant demand for affordable housing in the Town.

Franklin Place Condominiums, Chapter 40B development

In early 2004 a revised proposal was submitted to the ZBA after their rejection of the original 32 units. The new plan was for six duplex buildings, a total of 12 units, with 3 of them affordable. The ZBA approved the revision and ground was broken in the summer. Occupancy is expected in late Spring of 2005. Each unit is a 3-bedroom, 2-story unit with a garage. The three affordable units will be sold to households of three or more whose incomes do not exceed 80% of the Area Median Income.

Fort Pond Brook, Chapter 40B development

Developers Paul Gaboury and Glen Kaufmann worked with the ACHC to develop plans for a Chapter 40B proposal located at 68 River St. The proposal is for four duplex, farmhouse style buildings, 8 units total. The units will be 3-bedrooms, 2.5 baths in three stories. Meetings were held with abutters, town boards, and the general public. The development was filed as a so-called "friendly" Chapter 40B under the DHCD Local Initiative Program (LIP) and received early local support from the ACHC and the Board of Selectmen. On Dec. 21, the ZBA voted to approve the comprehensive permit for the development, construction should begin in the Spring. ACHC voted to use \$15,000 of CPA funds to lower the selling price of each affordable unit to \$179,500.

Dunham Place

Developer Mark White from Bentley Homes was nearing completion of his 10 single family housing development off High St. which meant the existing 3-bedroom ranch on site needed to be made ready for occupancy as an affordable unit under the Planning Board Special Permit. The ACHC oversaw the renovation and rehabilitation process for the house and signed-off on it in October. A lottery is planned for late January to find an eligible household with an income that does not exceed 60% of the Area Median Income. The ACHC is pleased that an existing unit was retained as part of the development rather than being torn down to make way for a large expensive home. The developer had initially offered a house in an off-site location that was not acceptable to the ACHC.

Soft Second Loan

The Town was approved by the DHCD as a Soft Second Loan community allowing first time homebuyers to get a discount on their mortgage expenses. Three local residents took advantage of the program in 2004. Local banks are anxious to provide help with this program to Acton residents.

Community Housing Plan

The ACHC worked with consultant Judi Barrett from Community Opportunities Group, Inc. to complete the Housing Plan for Acton under a \$30,000 grant from the State for a Community Development Plan focused on housing. The plan, "To Live in Acton" was completed in July. It is an outstanding document for the Town with a detailed analysis of the Priority Housing Needs in Acton. ACHC will use it for a blueprint in directing appropriate affordable housing development to meet those needs.

First Time Homebuyer Course

The Town contracted with David Singer from the Framingham based SMOC agency to teach a 4 week course to educate future first time homebuyers about the nuts and bolts of financing this purchase. Fifteen families attended the course and all received certification which will allow them to access the Soft Second Loan program and to purchase an affordable home through the Lottery program for local units. This was the second year ACHC had sponsored the course.

Community Preservation Committee

ACHC Chair Nancy Tavernier was appointed to the Community Preservation Committee as an Associate member in the summer. The ACHC received Town Meeting approval for two proposals for CPA funds from the 2004 round. One proposal was \$25,000 for a Community Housing Fund. The second request was for \$25,000 to pay for a feasibility study for the town owned land on Willow and Central St. with the intention of having the property developed for a four unit design, with at least one unit being affordable.

The ACHC has used the Housing Fund to buy down the purchase price of three affordable units for a total of \$20,000. The funds for the feasibility study for the Willow/ Central property were folded into the Housing Fund with an October Town Meeting vote after the ACHC received a state grant to fund the study (see below).

ACHC has submitted a proposal to the CPC for 2005 that would add \$150,000 to the Community Housing Program Fund. We intend to use the money to add an affordable unit to the housing stock either through new construction or by buying down an existing unit.

28 Willow St. and 214 Central St. Proposed affordable housing development

In July, the ACHC applied to the DHCD/ MassHousing Priority Development Fund for a \$25,000 grant to perform pre-development analysis on town owned land to determine what size development could be accommodated on the property and how many affordable units would be economically feasible. In August, the ACHC was granted the funds which will replace the CPA funds that were voted for the same purpose.

These two parcels of land were taken by the Town of Acton for unpaid back taxes. It was the former site of a septic system installation and repair company, until approximately 1995. The Town of Acton has done significant environmental remediation work and the site is ready for residential re-use. The ACHC feels strongly that this is an ideal site for a small multi-family development. The lot is located in close proximity to the West Acton Village District and infill housing would be wholly consistent with the Town's emphasis on concentrating new development within the village cores. There are other multi-family properties nearby and a thoughtfully designed multi-unit project would blend in quite well.

ACHC member Ryan Bettez has been leading the effort to develop the property. Initial engineering work was done to determine the maximum number of units that could be served with a septic system. The next phase will be a preliminary architectural design of the units. A neighborhood meeting was held in December to gather input on design. The neighbors were very supportive of the conceptual design and are eager to participate in the process. After the second phase is completed, DHCD will give the green light to proceed with a feasibility study to determine the economics and level of subsidy the development would need to be economic. ACHC is hopeful that all units could be affordable. The disposition of the land is an outstanding issue that will be better defined after the study is completed.

The Woodlands at Laurel Hill

In April, ACHC was approached by developers who propose to build 296 rental one and two bedroom units on a large parcel located at Nagog Park. All units would be counted toward the Town's 10% since that is the methodology of counting rental developments. It would move the town to over 6% if built as proposed. In reality, only 25% of the units would be affordable. It is described as a luxury apartment development that will straddle the Acton/ Westford line. The application for a comprehensive permit was filed with the ZBA in October with the first hearing held in December. There will be a prolonged period of negotiations with the Town officials.

ACHC hired a consultant to prepare our position statement on the proposed development. We made detailed points about the affordability aspects of the proposal and placed it in the context of our newly development Housing Plan priority needs. This development should prove to be full of surprises, twists, and turns.

Miscellaneous Development ideas

Several developers met with ACHC to describe ideas they had about new affordable housing developments in the town. These were, for the most part, very creative ideas that included: subdividing an existing house lot and adding 2 units on site to be combined with the original house, putting a 6-8 unit development on Sylvia St. in South Acton; rehabbing an historic factory build-

ing into affordable units; moving historic structures onto vacant land and making them affordable; and rehabbing Exchange Hall for affordable housing. Few of them have progressed beyond the conceptual stage but ACHC is always ready and willing to be the sounding board for such ideas.

19 Railroad St.

ACHC was contacted about a condo development at 19 Railroad St. It is not a Chapter 40B, has no requirement for affordable units, but the developer Michael Gurtler was agreeable to considering affordable housing. As part of the Special Permit, the BOS conditioned the approval on giving the Town the Right of First Refusal to purchase one unit at market rate to be resold to an affordable household. The seller would have to be subsidized in order to buy the unit down, CPA funds could be used for this purpose.

Affordable Unit count for 2004

The current total of subsidized housing units in Acton as of December 2004 is 177, of which 19 are affordable home ownership units and three are rentals under the oversight of ACHC. In addition to the ACHC units, 155 units for low income rentals under the control of the Acton Housing Authority are included in the total count. This represents 2.32% of the total housing units in the town as affordable. This could be a record year for new affordable units if The Woodlands is approved, whatever the unit count.

This was a very busy year for the members of the Acton Community Housing Corporation but always interesting. We would like to thank the Board of Selectmen, Town Staff, and the participating developers for a productive and rewarding year. A special thank you goes to the Acton Housing Authority Executive Director Betty McManus and staff for their valuable assistance throughout the years. ACHC faces a major challenge in July 2005 when Betty retires from the Acton Housing Authority. Betty has carried the administrative duties of the ACHC for the past 20 years. She will be irreplaceable and we dedicate this annual report to Betty. Fortunately she will stay on as a Full Member of the ACHC.

As Chairman, I would especially like to thank our very loyal and talented committee members. Without their dedication, there would be little progress made in the affordable housing effort.

Chairman, Nancy Tavernier
Vice Chairman, Ryan Bettez
Clerk, Naomi McManus
Members, Dan Buckley
Robert Whittlesey
Associate Members, Kevin McManus
Pam Shuttle
Bernice Baran

COUNCIL ON AGING

The Acton Council on Aging provides a broad range of services and programs to the population of 3000 citizens 60 and over in the Town of Acton. The Smith-Cloonan Senior Center, located on 50 Audubon Drive in South Acton, celebrated its 10th anniversary in April 2004. Our Open House hosted by the COA Board, COA staff and Friends of the COA, was a well attended Sunday afternoon event, with our legislators bringing congratulations and commendation from the State House.

In addition to staff offices, the senior center has two large rooms providing space for dining, daily exercise and other classes, group meetings, programs and recreation. A smaller room accommodates health clinics, computer classes, legal consultations and tax appointments. The Minuteman Senior Services lunch program takes place in the dining room four days a week. Home delivered meals are offered to homebound seniors five days a week.

The Council on Aging staff is available 8 a.m. to 5 p.m., Monday through Friday, to provide resource information and consultation to seniors and their families and to make referrals to other community agencies when appropriate.

The COA budget is funded primarily by the Town. An annual grant from the State Executive Office of Elder Affairs funds limited additional staffing hours. The Friends of the Council On Aging fund numerous classes, programs, special events and day trips.

We are very pleased to now host monthly art exhibits in the Senior Center living room. Visitors to the senior center are very impressed with the artistic talents of Acton senior citizens. Other new programs and events this past year have included an MFA slide show, gardening and memoir writing workshops, "Senior Day at NARA" with a cookout, swimming and horseshoes, beginners and advanced "One Stroke Painting" classes, beginning and intermediate bridge classes, and two bridge socials, fashion show and a much raved about "Holiday Tea." Informational programs on fraud protection, downsizing your home and an antiques road show were well received. Highlights of ongoing programs and classes include two levels of aerobics, "Stretch and Flex", watercolor and drawing classes, bridge lessons and quilting instruction and the ever popular "Police Academy" offered in the spring. Genealogy and singing groups meet twice a month. The book discussion group and Verdi opera workshops are thriving. Winter computer workshops complement classes offered in the spring and fall.

Socialization opportunities are available at Men's Breakfast and Ladies' Luncheon. After lunch, seniors enjoy pool, ping-pong and card games. Weekly movies are viewed on our large screen TV and entertainment is offered throughout the year by amateur, professional and scholastic musical groups. Day trips are planned several times a year to museums, historic homes and

flowering gardens, Boston Symphony rehearsals, ballgames, boat and train tours and of course, restaurants!

Assistance with income tax applications is offered by trained AARP tax volunteers and free legal consultation appointments are offered bi-monthly by a local elder law attorney. Podiatry, blood pressure and cholesterol clinics are scheduled by the Acton Public Health Nursing Service, who also present several informative health programs each year. A monthly hearing clinic is available. Health insurance counseling is provided by the Acton SHINE (Serving Health Information Needs of Elders) volunteer, supervised by Minuteman Senior Services. Resource information is provided in areas of housing, legal and financial assistance, adult day care, home health services, residential care facilities, with specialized resources for Alzheimer's care. Long distance caregivers also receive assistance via phone calls and our web site. Residents receive help preparing fuel assistance applications as well as accessing other state and local fuel assistance programs.

A four-session program, "Taking Control of Alzheimer's Disease" was held in September, attended by area caregivers and victims of this challenging disease. A monthly evening caregivers' group provides ongoing support. The widows/ widowers support group is now planning monthly social luncheons. The Friendly Visitor program provides companionship to isolated seniors and an opportunity to socialize at Senior Center events. The RUOK phone check in program is coordinated with the Acton Police Department. The Handyman program meets the requests of seniors for minor home repairs. Durable medical equipment is donated by seniors and loaned out to other seniors in need. The "File of Life," an invaluable form detailing medical emergency information and stored in a magnetized packet on the refrigerator door, is mailed to every senior in Acton by the Friends of the Acton Council on Aging.

The Senior Work program, coordinated by the Acton Dept. of Human Resources, provides opportunities for temporary employment in municipal departments. Seniors earn up to \$750 each fiscal year in this program designed to provide assistance with real estate taxes.

The Council on Aging van is a ten passenger van with wheelchair capacity, which transports seniors and disabled adults within the towns of Acton, Concord and Maynard. Fares are \$1.00 each way within Acton, and \$1.50 each way out of town. The COA van and another local van, the Road Runner, are both administered by the Lowell Regional Transit Authority.

Information about all programs, classes and services is detailed in the COA Senior Citizen Newsletter, mailed nine times a year to senior citizens.

The heart and soul of the Council on Aging are its versatile, talented and hard working corps of volunteers (currently 210 individuals plus community groups). The COA Board advocates for

seniors, with this year's focus on real estate tax relief. The Friends of the COA fund many COA classes and programs, subsidize day trips, administer the Emergency Fuel Assistance Fund and mail the "File of Life" to each senior's home. Volunteers deliver meals to homebound seniors each weekday, help serve special luncheons, teach classes, do minor home repairs, prepare Men's Breakfast and Ladies' Lunch, create quilts, laps, robes, hats and mittens to donate to those in need. They provide tax assistance, legal counseling, prepare the newsletter for mailing, answer office phones and do data entry, water and weed plants and organize our library and video bookshelves. Friendly Visitors provide welcome companionship to isolated seniors. All these volunteers are honored at our spring Volunteer Breakfast. The Acton Lions Club and Acton-Boxboro Rotary Club provide seasonal dinner events for over 100 seniors at the Senior Center. Theater III provides free admission for dress rehearsals and Video Signals a free weekly movie. High school students rake lawns and deliver buckets of "safety sand" to seniors' homes. The Salvation Army, Community Supper and the Friends of the Acton COA assist seniors in need. The Acton Women's Club, school groups, area church groups, an area businessman and private citizens donate food and gifts to others at the holidays. THANK YOU to all of these wonderful volunteers.

Staff members are Jean Fleming, Director, Barbara Winders, Assistant to the Director, Carol Steiner, Outreach/ Volunteer Coordinator, Debby Mozzicato, Program Coordinator, Ron Pas-kavitz, Van Driver and Steve Ryan, Substitute Van Driver. Edith Dietrich is the Minuteman Senior Services meal site manager.

Please call the Council On Aging staff at 978-264-9643 for information, assistance, or if you would like to join our group of volunteers.

Submitted by Jean Fleming, Director

COA Board
Pat Ellis, Chair
Cathleen Summers, Member
Thomas McQueen, Member
Catherine Guinee, Member
Jan Patrick, Member
Bill Ely, Member
Anita Dodson, Member
Paul Turner, Member
Stephen Baran, Member
Gena Manalan, Member
Sally Thompson, Associate Member

ACTON HOUSING AUTHORITY_____

The Board of Commissioners and staff of the Acton Housing Authority (AHA) continue to strive to insure an adequate supply of safe, decent affordable housing for Acton's low income elderly, handicapped and families. Established at the Annual Town Meeting in 1970, the AHA's five member Board of Commissioners, four elected through Town elections and one appointed by the Governor, oversee the general administration of the Authority by setting policies for staff to implement. The Authority has grown since 1978 when it administered thirty eight subsidized households under the direction of a part-time rental coordinator to where it now subsidizes 319 households under four State housing programs and two Federal housing programs with a staff of four full time and two part time employees. While the Town benefits directly from the Authority's housing programs, none of the Town's property tax revenues are used to sustain the Authority.

The highlight of 2004 was the final completion of the enlargement of Windsor Green's "controversial" parking lot and septic repairs. The additional parking has allowed staff, visitors and residents to once again enjoy the safety of sufficient parking.

2004 presented severe financial challenges as the Authority struggled to resolve a budget shortfall from the Federal Housing and Urban Development (HUD) program. In late September, HUD notified the Authority of their decision to reinstate \$322,314 to Operating Budget. The Authority anticipates 2005 will present additional challenges due to HUD's December 17, 2004 notification to all housing authorities that their annual funding will be a fixed amount based on their spending level for May, June and July of 2004. The funding picture by the State's Department of Housing and Community Development (DHCD) is no better as the budget guidelines use three year old allowed expense caps, instead of true cost projections which will severely undermine the viability of Public Housing.

While balancing all these shortfalls the AHA continues to pride itself on its proactive approach to assist clients to gain their independence. The success achieved by its clients are attributable to a dedicated staff, to the input and guidance of a seven member Family Self Sufficiency (FSS) Program Coordinating Committee (PCC), to the professional support provided by the Massachusetts Department of Mental Health and Eliot Community Mental Health, to the continued community commitment and generosity, and to the support of Town Boards, Town staff and the Acton's Board of Selectmen.

Board of Commissioners

Ken Sghia-Hughes
Joseph Nagle
Jean Schoch
Dennis Sullivan
Bob Whittlesey
Executive Director -
Betty McManus

Program Coordinating Committee

Gail Fields
Deborah Garfield
Carol Lake
Linda Mathinos
Betty McManus

Barbara Smith
Ellen Weinstein
Fran Spayne- FSS Coordinator

PUBLIC HEALTH NURSING_____

The Acton Public Health Nursing Service, a division of the Health Department, has provided services to the Town of Acton since 1923. We are proud to carry on the tradition of providing skilled, personalized services to Acton residents. We continue to provide a full range of home health care services to Acton residents including skilled nursing; physical, occupational and speech therapy; medical social services and home health aide assistance along with the addition of a psychiatric nurse. We are able to bill most insurance companies.

As was true last year, with the national focus on bio-terrorism, the public health nurse has seen a significant increase in the amount of time spent on training and planning in this area. This has been in addition to the increasing rise in reportable communicable diseases, including a case of active TB and several cases of pertussis in the adult as well as school population.

The early shortage of influenza vaccine complicated the distribution of vaccine in the fall. Initially it was limited to people over 65 or with identified respiratory problems. Concern from this issue led to a large increase in telephone inquiries which the Nursing Service responded to. However, as time went on more vaccine was received and eventually distribution was expanded to the standards used in past years. By the end of the flu season several extra flu clinics were held and the concern regarding access to the vaccine was alleviated.

Other public health services offered include blood pressure and cholesterol screenings; a monthly podiatry clinic, and funding an instructor for Smoking Cessation classes in the A-B regional schools. We continue to provide walk-in services at our office on the 2nd floor of Town Hall for adult and childhood vaccinations and blood pressure checks. We encourage people to call before coming to assure availability of a nurse to assist you.

Volunteers and other town departments continue to provide substantial assistance to the Nursing Service. The Friends of Acton Nursing Service (FANS) provide ongoing financial and volunteer support. The Professional Advisory Committee provides guidance by reviewing policies and procedures. The Fire Department provides off-hours paging services. The Council on Aging provides space for us to conduct many of our screening programs as well as monthly health education program series.

In September, Administrator Merrily Evdokimoff left the Service to take a position teaching at Fitchburg State College. Merrily was largely responsible for the fiscal and professional stability of the Nursing Service. She will be greatly missed. At the same time Public Health Nurse Susan Kearns left for a new position in the private market. She also will be missed. In December Janice Logan was appointed as Administrator and shortly thereafter Joelle Darcy was appointed Public Health Nurse. We look forward to working with both of them during the next year. The Acton Public Health Nursing Service is alive and well and looks forward to another 75 years, serving the Town of Acton!

Merrily Evdokimoff, RN, MSN.
Administrator

**Public Health Nursing
Service Statistics
2003**

Home Visits	
Registered Nurse	1743
Home Health Aide	3246
Physical Therapy	1288
Speech Therapy	6
Occupational Therapy	162
Medical Social Work	11
Total Home Visits	6456
Health Promotion Activities	
Cholesterol Screening	27
TB Testing	19
Blood Pressure Checks	630
Podiatry Clinic	205
Influenza Vaccine	1281
Other Vaccinations	201
Office Visits	71

Communicable Disease Follow-up	
Animal Bites	
Dog	6
Cat	1
*Bat	1
Group A Strep	2
Hepatitis	
*A	1
B	16
C	2
Lyme Disease	27
Pertusis (whooping cough)	8
Gastrointestinal Infections:	
Giardia	4
Salmonella	4
Campylobacter	5
E.Coli	5
Other	4
Tuberculosis	1
Total	87

**SEALER OF WEIGHT'S
AND MEASURES**

The Sealer of Weight's and Measures annually checks the accuracy of all weighing and measuring devices used by all retail and wholesale businesses in the conduct of their trade. This includes scale's, gasoline and oil pumps, scanner's yard good's and measuring devices, as well as investigating complaints in the sale of cordwood.

Number of Devices Sealed	
Scale's	113
Gasoline Pumps	199
Bulk Storage	2
Scanner Inspection's	25
Scale's not Sealed	2
Scale's Adjusted	4
Scale's Condemned	0
Pump's not Sealed	0
Pumps Adjusted	16

Mark FitzPatrick
Sealer of Weight's and Measures

VETERANS' GRAVES

The following are the name, branch of service, date of death, and location of interment of the thirteen known United States Veterans interred in the Acton Cemeteries in 2004:

James S. Blackwell	U. S. Navy	WW II	Dec. 15, 2004	Woodlawn
Calvin F. Boston	U. S. Army	Korea	March 14, 2004	Woodlawn
Edward Wilson Bursaw	U. S. Army	WW II	March 17, 2004	Woodlawn
John Thomas Coggins	U.S. Navy	WW II	Jan. 26, 2004	Mount Hope
Russell E. Dow	U. S. Army Air Corps	WW II	Sept. 12, 2004	Woodlawn
Michael Noel Garrity	U.S. Navy	Peacetime	Oct. 21, 2004	Mount Hope
Harold William Herbert	U.S. Navy	WW II	Jan. 30, 2004	Woodlawn
Louis Laroche	U. S. Army	WW II	Dec. 31, 2003	Woodlawn
John E. (Jock) MacLeod	U. S. Army	Peacetime	Jan. 11, 2004	Mount Hope
Maj. Joseph G. Pogue	U. S. Army	WW II; Korea	June 6, 2004	Woodlawn
Edmund Patrick Roche Jr.	U. S. Army	WW II	Nov. 14, 2004	Woodlawn
Richard Thompson	U. S. Army	Korea	Feb. 17, 2004	Mount Hope
Harold A. Torpa	U.S. Navy	Korea	May 30, 2004	Mount Hope

In preparation for Memorial Day, a veteran flag standard, an American flag, and a geranium are placed at the grave of each known U.S. veteran. If this information was omitted on the Burial Permit or Cremation Certificate, we have no way of knowing that your loved one was a veteran unless/ until we receive a Government grave marker. The United States government will provide a bronze or granite veteran's grave marker at no cost to the family, provided that the next-of-kin fills out an application, available from all funeral directors or from the Veteran's Agent, and forwards it to the proper authority.

If you know of a veteran whose grave has not been recognized with a flag and flag standard, please call the cemetery office at 978 - 264 - 9644.

The list of U.S. veterans interred in 2003, which was inadvertently omitted from the Annual Report last year, appears below.

The following United States Veterans were interred in the Acton Cemeteries in 2003:

Carl D. Brooks	U. S. Army	WW II	Nov. 11, 2003	Mount Hope
Edward Milton Cady Sr.	U. S. Army	WW II	Oct. 23, 2003	Mount Hope
Anthony A. Colaluca	U. S. Army	WW II	Nov. 21, 2003	Mount Hope
Robert Van Duyne Campbell	U. S. Navy	WW II	July 1, 2003	Woodlawn
Franklin Hutchinson Charter	U. S. Army Air Corps	WW II	April 5, 2003	Woodlawn
Albert Joseph Connor Jr.	U. S. Army	Korea	Jun. 13, 2003	Woodlawn
John C. Dolan Jr.	U. S. Army	WW II	Jan. 26, 2003	Woodlawn
Clarence G. Frost	U. S. Navy		April. 27, 2003	Woodlawn
Arthur H. Guenard	U. S. Navy	Korea	Jan. 17, 2003	Woodlawn
James Maurice Hamilton	U. S. Air Force	Korea, Vietnam	Dec. 28, 2002	Mount Hope
Peter Frank Lipari	U. S. Air Force	Korea	Nov. 3, 2003	Mount Hope
David E. Matson	U. S. Army	Vietnam	Jan. 6, 2003	Woodlawn
Edwin H. Miller	U. S. Navy	WW II	Feb 25, 2003	Woodlawn
Richard A. Roth	U. S. Navy	Korea	July 14, 2003	Woodlawn

Charles Abbot Tracy
U. S. Army Korea Dec. 8, 2003 Mount Hope

Robert Lee Turley
U. S. Air Force Korea Aug. 22, 2003 Woodlawn

Nicholas A. Veleno
U. S. Army WW II Dec. 13, 2003 Woodlawn

Joseph A. Youngman
U. S. Navy WW II Jan. 11, 2003 Mount Hope

We were unaware that the following gentleman was a U. S.
Veteran until we received his government marker this year:

Robert J. Gillis
U. S. Marines Korea June 9, 1992 Woodlawn



Town Houses: Windsor Green, with Some Affordable Units

ACTON PUBLIC SCHOOLS ACTON-BOXBOROUGH REGIONAL SCHOOLS

Education Report

Introduction

The 2003-2004 school year was a year that proved to be bustling with activity. The Acton-Boxborough Regional High School Building Project was the most significant area of change, but the districts also hired new faculty and undertook a wide range of projects in the realm of curriculum and instruction.

Enrollment

The elementary enrollment on October 1, 2003 was 2,553, a decrease of 25 students since the previous October 1. Kindergarten enrollment decreased by 28 students, from 363 to 335. There were no school choice students remaining at the elementary level. The junior high school enrollment increased by 29 students, from 901 to 930 with no school choice students remaining. The high school numbers went from 1,600 to 1,683, an increase of 83; there were six school choice students remaining - a decrease of ten students from the previous year.

Personnel

Staffing changes for the 2003-04 school year were affected by the June 2003 retirement of seven Acton Public and six Acton-Boxborough Regional teachers. Leaves of absence for two ABRSD teachers and three APS teachers were granted, and eight APS and nine AB resignations were received. The eleven ABRSD and fourteen APS fulltime equivalent new teachers who were hired filled these vacancies and additional openings.

Curriculum and Instruction

At the high school in 2003-2004, as the building project progressed, a significant new initiative in technology integration began to transform the way that teachers deliver instruction. As new parts of the building came on line, faculty were assigned new laptop computers, with wireless access to the Internet and e-mail. Each new classroom was equipped with an LCD computer projection device. As a result, for the first time, faculty could walk into a classroom, pull out a laptop, set up the day's lesson on the screen, and then project their materials for students. Technology enhancements also included mobile computing labs and smartboards. Faculty received training in how to employ these new technological tools as they were being brought into the system, and many began employing the tools on a regular

basis right away. A research and development project enabled faculty to develop new technology- integrated lesson plans and materials.

High school faculty also continued their steady progress towards documentation of course curricula. This process has been an opportunity for faculty to determine, and then articulate clearly, what matters most in the courses they teach. Where courses are taught by multiple faculty members, discussions leading to the crafting of course documents have also been a valuable opportunity for faculty to develop shared objectives.

Also at the high school this year, a decision was made regarding how to address the N.E.A.S.C. curriculum and instruction standards. Administrators and faculty shared concerns that working to implement mission-based expectations for student learning and a system of holistic assessment to evaluate students' mastery of those expectations would be extremely time consuming, would generate much paperwork, and would result in relatively little pay-off for student learning. On the other hand, the district was unwilling to give up the high school's accreditation for fear that this would have negative consequences for the school's students.

Ultimately, the decision was made to comply with N.E.A.S.C. standards to a sufficient degree to ensure accreditation. We established department- based expectations for student learning. Eventually, all students will be assessed by department, employing rubrics designed to gauge students' attainment of the expectations. Faculty in each department will share samples of student work and , through discussions about that work, will develop common standards for student work. Field-testing and further implementation of these new departmental rubrics will continue over the next several years.

At RJG Junior High, the arrival of a new principal Craig Hardimon, was the major event of the year. Among Hardimon's projects in his first year was to bring in the New England League of Middle Schools so that RJG could undertake a self-assessment and identify priorities for change and growth over time. Also at RJG in 2003-2004, curriculum documentation work was conducted by the social studies department, by the math and science departments, and by the English department. In response to parent questions about the nature of the RJG social studies curriculum, that department made a series of presentations and held several open forums to describe their program.

In 2003-2004, the elementary school principals decided to focus some of their professional development time internally, upon school-based initiatives. Most schools worked on their literacy programs. A number of faculty, from across all five schools, also participated in a workshop on "differentiated instruction."

This year, two important curriculum development initiatives have been underway in our districts. These projects include a revision of the Health and Wellness curriculum, elementary through the high school, and revision of the History and Social Studies curriculum, grades four through eight.

Revision of our Health and Wellness Curriculum: The districts' health curricula were last revised in 1998. Since that time, the communities' understanding of and attention to health and wellness issues have been strongly influenced by three cycles of compelling Youth Risk Behavior Survey (YRBS) data. Dis-course about YRBS data led to the establishment of the Citizens' Alliance for Youth (CAFY). Over time, review and analysis of YRBS data has also led to important conversations among faculty and staff regarding the nature of our health and wellness educational programming.

This year, not only in the light of the insights provided by YRBS but also in mind of our constrained budgets, we launched a review of our health and wellness curriculum. Our health curriculum is "owned" by a diverse group of educators. Some of the curriculum material is delivered by certified health faculty. Some is delivered by classroom teachers at the elementary grades; some by our physical education staff. Our counselors are involved in delivering the social/ emotional elements of the health curriculum. The DARE officers provide important elements of the health curriculum in the elementary grades, as do our elementary curriculum specialist and consultants who come into the schools to teach about particular topics. At the regional level, elements of the health curriculum are also taught by science faculty.

Therefore, when we convened a K-12 committee to review our health curriculum, we brought together a multi-disciplinary team. This group met throughout the year. During the course of deliberations, we:

- identified pressing concerns raised by the YRBS data - and that had surfaced through disciplinary problems and in the mass media - that ought to be addressed in our health curriculum;
- took stock of the topics addressed and methods employed in our current health curriculum, K-12;
- made decisions about topics that ought to be added to the curriculum;
- identified areas where additional parent education would be helpful; and
- identified where and how these topics can be made part of every student's learning experience in the schools.

Revision of our History and Social Studies Program, grades 4 - 8: The articulation of the essential questions for the unit of study at each grade level is the most important change either already implemented or to be implemented in the near future. From these questions, it is the expectation that students will derive the essential understanding inherent in each unit of study. We have also refined our scope and sequence of study.

Pupil Services

Nursing Services: The school nurses continue to support increasing numbers of students with chronic health conditions, as well as deal with issues of communicable diseases such as Pertussis and Varicella. They stayed involved in a limited capacity with the Framingham Health grant, which remained under-funded due to state budget cuts. The nurses revised and updated the schools' medication administration policy and procedure. They conducted state-mandated vision, hearing, height, weight and postural screenings. The nurses provided ongoing, individualized health teaching to students, staff, and families, as well as community education through Project Wellness. The elementary nurses participated in classroom teaching opportunities, including Human Growth and Development for fifth-grade students, safety and hygiene, scoliosis, and ear anatomy. The nurses at the junior and senior high schools continued work on implementation of the athletic participation form that provides emergency and appropriate medical information about students to their coaches. During Professional Day in March, all the nurses attended a conference titled Mood and Anxiety Disorders and one on Stress Relaxation for School Nurses. The nurses also attended a conference from CASE Collaborative on Legal Issues for School Nurses. For their study group, the nurses reviewed the evaluation process and developed a new evaluation tool that they hope to trial next year. As in previous years, the nurses offered a Flu Clinic for staff members.

Elementary Counseling: Elementary counselors continue to take a leadership role in the Crisis Intervention Team established in each school. They attended a morning refresher course to review the basics of behavioral de-escalation and physical restraint. They also attended a day training on the new Wechsler Intelligence Scale for Children and learned the use of this instrument for determining cognitive discrepancy needed to establish a specific learning disability for children referred. The counselors met every other week to present and discuss such topics as social skills training (generalization and transfer to the classroom), behavior management plans, bully prevention, preschool assessment, and attention deficit hyperactivity disorder (including viewing video tapes by Russell Barkley). One of the counselors compiled a list of community resources, including names of local therapists. Therapists responded to a questionnaire about areas of specialty, which was added to the directory.

Acton Boxborough Counseling: The junior high counseling department worked for the second year on the new caseload assignment, which assigned counselors to students alphabetically instead of by team. The model was successful in many ways, but review of the practice resulted in assigning students to counselors by team for the 2004-2005 school year. Counselors taught an additional section of sexual harassment in the 7th grade. The department continues to work on developing a website for student and parent use.

The high school counseling department was fortunate to have both a full-time and part-time school psychology intern to assist in counseling, assessment, and intervention with students with significant social- emotional and learning needs. The high school implemented a new transcript that included year-end grades only, weighted 5.0 GPA, unweighted 4.0 GPA, and a histogram of the weighted GPA. Counselors continued to respond to questions concerning the new format. The department has felt that sophomore students need more attention around the career exploration process and therefore instituted a career exploration program for sophomores. Counselors met with their 10th -grade students in small groups. Every student was given an account on MyRoad.com, a computerized college and career search program produced by the College Board. Students had an opportunity to learn how to use this web-based program and were encouraged to continue to use it on their own. Finally, a counselor became a career exploration liaison on the career committee. Counselors continued to be involved in the VOICE committee, Best Buddies, and Mentors in Violence Prevention programs.

Special Education and English Language Learners:

Now it its tenth year, the Acton Public Schools Preschool, including both the Integrated Preschool and the Preschool ABA Program, is a well-respected early childhood program option within the community. The interdisciplinary team of early childhood special educators, physical therapists, occupational therapists and speech/ language therapists provides a spectrum of early childhood services to identified students. With the adoption of the Mass DOE Early Childhood Curriculum Standards (Early Learning Guidelines), APS professional staff provided leadership and paraprofessional staff participated in town-wide training for preschool staff. In June 2004, three of the professional staff attended a two-day course on the interface between the Learning Guidelines and creating appropriate IEPs for students with special needs. As a result, staff is in the process of creating an informal assessment tool and will implement its use as a means of evaluating and documenting student development and progress.

Given the increased enrollment of students on the Autism Spectrum, throughout the school year a study group met with focus on the causes of Autism Spectrum Disorders and some of the teaching methodologies in place. Participants included staff PK-3 from both regular and special education. The sessions were well attended and very well received.

Use of digital cameras/ photography for instruction and documentation is used in an ongoing manner in all preschool classes at this point. Photos are used to document progress through inclusion in student portfolios, and others are given to families as a means of sharing progress and daily events. This is particularly helpful for students who demonstrate delayed/ immature speech/ language development. Staff in the ABA program has initiated use of video to document student skill acquisition. It is also used as a training tool for staff through documentation of the consistency of instruction across staff.

The Acton Public Schools Special Education Department staff (K-6), consisting of special educators, speech/ language specialists, occupational therapists and physical therapists, is a cohesive group of talented and dedicated specialists. Educational and therapeutic disciplines communicated regularly. Student TEAMS provided highly- effective services to approximately 325 kindergarten through grade six students in the Acton Public Schools. Staff communicate well with regular education teachers and with parents. Each department developed long-range goals that supported the Acton Public School District goals.

Staff participated in many professional development opportunities. Through a Massachusetts Department of Education Professional Development Grant, the Special Education Department offered a variety of training programs in reading and written language service delivery, speech and language, social emotional areas, behavior training and strategy instruction. New speech and language specialists received specific training in phonemic awareness, an integral part of successful reading skill development. Speech and language specialists have also received training in a teaching technique to enhance organization and memory functions: Visualizing and Verbalizing. All special educators have now been trained in Orton-Gillingham, a phonics program, Project READ and updated disability testing.

Speech and language specialists and special educators were presented with extensive training information in new special education regulations and have begun to analyze entry criteria, goals and recommended amounts of service for students within each area of disability. Motor specialists have identified strategies and techniques that are to be used with all primary students with motor and visual-perceptual handicaps. The APS English As a Second Language staff member attended trainings on new assessments and regulations.

Further professional development occurred within the APS system. Speech and language specialists met monthly to discuss current issues within their field. The Special Education Department offered to teachers and specialists a series of trainings on Attention Deficit Disorder. All special education assistants received training on behavior interventions. The ESL teacher also provided a half-day inservice training for teachers so that they might be able to better assist students in accessing the curriculum.

Acton Boxborough Special Education/ Speech and Language/ Academic Support Centers: The Acton-Boxborough Regional Special Education Department continues to provide current, highly-effective services within their well-defined programs. Maintaining a strong professional development program for staff is crucial to maintaining this level of a strong professional development program for staff is crucial to maintaining this level of programmatic excellence. In this regard, all specialists have increased their repertoire of strategies and interventions to remediate reading, writing, and math disabilities through professional workshops such as Visualizing and Verbalizing, Project

Read, and updated cognitive and achievement testing. While additional training has provided some new interventions in anger and behavior management, and cultural/ racial sensitivity, this is an area where specialists are looking for new opportunities. Additionally, all special education assistants participated in multiple inservice trainings during the school year, addressing topics such as providing support to students and teachers within the mainstream classroom, understanding disabilities and related accommodations, and teaching strategies for improved study and organizational skill building.

The Academic Support Center teachers at both the junior high and senior high schools continue to meet bi-monthly to discuss and respond to new assessments and regulations pertaining to the district's English Language Learner student population. Through collaborative discussions, it is apparent that the ELL student population changes frequently and that regular adjustments are needed to provide a supportive and specialized learning environment. An established database continues to be used to provide monthly reporting of ELL student numbers.

As federal NCLB requirements are considered, regular education Academic Support Center teachers and counselors continue to coordinate procedures for disseminating school information in the native languages of each ELL family and continue to develop public relations efforts for reaching out to our international families. The comprehensive guide for classroom teachers developed during the summer, 2004 has been updated and reflects new federal and state guidelines.

Finally, continued collaboration between special and regular education staff continues. Test-taking procedures ensure the integrity of test taking at the high school while ensuring that special education students receive all necessary accommodations. Regular discussions occur regarding small group curricular classes, ensuring that all specialists teaching such classes possess current training within their teaching area. The special education administration works closely with building administrators to designate appropriate MCAS personnel who monitor the coordination of MCAS tasks pertaining to the district's special education population. Of paramount importance is to ensure that special education students receive their required accommodations as per the IEP during the MCAS testing process. Through the provision of regular staff meetings and trainings, IEPs carefully reflect necessary accommodations consistent with MCAS requirements.

Acton Public Schools

Each of the five elementary schools - Conant, Douglas, Gates, McCarthy-Towne, and Merriam - has the following in common.

- Each has a School Council, as required by the Educational Reform Act of 1993.

- Vital parent involvement plays an active role in the life of each school. These parents sponsored numerous assembly programs that enriched their school's cultural and aesthetic life with musicians, storytellers, and other performers. They raised funds for school-wide projects; provided volunteers for many in- and out-of-class activities, tasks, and services; staffed the "Safe Arrival" hotlines; and also sponsored school newsletters and other activities.
- A number of whole-school events, such as orientation programs for kindergarten parents and children as the school year begins, back-to-school-night open houses in the fall, and a Memorial Day Program in the spring, take place.
- Students use computers and technology in various ways - to supplement the writing/ composing process, to enrich or extend learning experiences in each curricular area, to strengthen the learning of concepts and practice of skills via the Internet.
- The faculty participates in professional development through one or more of these activities: pursuit of formal course work; involvement in system wide curriculum and instruction review and improvement projects; participation in the district-wide Professional Development Day; and attendance at professional conferences and workshops. In addition, many teachers worked with student teachers. Through their actions, every year the faculty shows that they are truly committed to the concept of being life-long learners.
- Each school has a reception or event to celebrate and honor the parents and volunteers who assist them during the school year.

Language Arts: Individual schools developed professional development programs in reading and English Language Arts. There were no system-wide initiatives during the 2003-2004 school year.

Math: The Conant School formed a task force to review the entire math program, K-6. The task force will make recommendations during the 2004-2005 school year. During the 2003-2004 school year, several Conant teachers piloted the Singapore Math Program with the support of the MA department of Education. McCarthy-Towne School completed their math curriculum review and implemented the revised program. There were no system-wide initiatives during this year.

Health: A review of our Health program from K-12 was initiated with a task force that reviewed the results of the Youth Risk Behavior Survey. Recommended changes were published in the Lamplighter in the summer, 2004 edition. It was recognized

that bullying continues in Acton and that we need to address this through classroom activities and literature. We continue to offer for some classes special health education programs on bullying and drug abuse prevention strategies. The consultant is funded with a state/ federal Safe and Drug-Free Schools grant.

Social Studies: A system-wide review of the History/ Social Studies curriculum was completed, with particular emphasis on grades 3-10. A series of meetings was held and recommendations made for a number of programmatic changes. Additional work was done in the summer of 2004 to organize the new study of Ancient India. Funds were used to purchase textbooks for the sixth-grade program of study in Ancient Civilization for all schools. (Existing textbooks at Conant School were outdated and were replaced; other schools had no textbooks.) Some materials were purchased to support a new curriculum initiative in grade 4 (North American Geography), but more funding is needed to get an adequate supply of books for each classroom.

In Grade 5 a program on teaching about local government and town meeting procedures was initiated with the support of the Acton League of Women Voters. This project led to funding from the Federal "Learn and Serve America Corporation Living Democracy Program" (see below). A two-day summer workshop for fifth-grade teachers on service learning was conducted in August with grant funding.

Science: New science programs were piloted in grades 2 and 5 and adopted by the faculty. Funding was available to purchase new materials for each school. Recommended changes for grade 6 were developed in after-school meetings and in the summer. Funding for implementing the Grade 6 program revision has come from a variety of sources, including parent donations.

The Outdoor Classroom Initiative at the Damon Building continues with the goal of developing an outdoor learning environment in the required detention basin between the new Parker Damon Building and the old Merriam School. Additional funding was received from the Acton-Boxborough Rotary Club and several Eagle Scouts. Nature Walk programs continue at Conant, Douglas and Gates schools with the support of parent volunteers, the Town of Acton, and the Acton water District.

With the support of the business community and the School-to-Career Liaison, partnership programs continue in all classrooms at grades 3 and 5. Partners are selected for each school to support the science curriculum at grades 3 and 5. Partnerships included classroom visits by engineers, architects and business people who use electricity and/ or technical design in their daily work. For some partnerships, field trips are provided at no cost to the schools.

Grants: The Acton Public Schools received an \$11,000 grant from the Department of Education (federal Learn and Serve America funding) for a Community Service Learning initiative

called "Living Democracy." This was the first year of a three-year grant to support the development of civics-related service learning through professional development and service-related classroom and community-based activities.

ACTON-BOXBOROUGH REGIONAL SCHOOLS

R J Grey Junior High School

R. J. Grey began the 2003-2004 school year with 930 students, 472 in the seventh grade and 458 in the eighth grade on October 1. This was an increase of 29 students over the enrollment for October 1, 2002. The opening of school marked the beginning of a new administration with principal, Craig Hardimon.

At R. J. Grey, all students are divided into teams. Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose; e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community. We are grateful to the Acton community for the passage of the override and the school budgets in April 2003, which allowed us to keep the teaming structure in place for the 2003-2004 school year. We maintained our fifth team in seventh grade for a second consecutive year. Having smaller teams in the seventh grade allows for a better transition for the sixth-grade students as they move up to the junior high. Each seventh-grade team had approximately 95 students and five teachers (English, social studies, math, science, and Spanish and/ or French.) In grade eight, we had four teams, each with about 115 students and five teachers (math, science, English, social studies, and one of the four "exploratory" subjects that rotated each quarter of the year). World Language teachers are "off-team" in grade eight. Teachers plan integrated curricular activities, which help students see the relationships between the various subjects. Teaming allows teachers to get to know students very well and gives common planning time to support these students. Time is scheduled that allows parents / guardians to meet with all team teachers at once to get the whole picture of their child's progress. Teaming also breaks a big school into smaller units, which makes the school less intimidating than being one student out of 930.

All students take English, social studies, math, science, and physical education/ health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English, the other academic subjects have adopted the "Writing Across the Curriculum" approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (science) and cultural (social studies) world. Most of our students not exempted by a Special Education Individual Educational Plan take a world language, with twice as many taking Spanish as French. Seventh graders participate in an "exploratory program" that consists

of Information Skills, Art, Music and Minuteman 7th Grade Technology Lab, each of which meets every other day for half of the year. Exploratory courses for the eighth graders are Art, Minuteman 8th Grade Engineering Lab, Life Skills/ Health, and Study Skills; these classes are a quarter long.

In addition to the core curriculum, students could also choose an elective that met every other day. Elective classes offered were acting, basic and advanced guitar, basic drawing, drawing and painting, chess, hand crafts, Internet information skills, library aides, peer tutoring & peer mentoring, book club, performance art, technical design projects, web page design, and yearbook.

Learning and connecting with members of the R. J. Grey community took place for many students through our extracurricular activities. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee, which helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included floor hockey, basketball, lacrosse, and strength training. Other after-school activities included Art Club, Adopt-a- Grandparent, Jazz Band, Select Choir, String Ensemble, Chess/ Board Games Club, Robotics, and the AB Blueprint (school literary publication). The school play, "Pirates of the Penzance," involved over 150 students and 125 parents. We had several firsts for our extracurricular activities. Two new clubs were started: the Junior High Speech and Debate Team and Amnesty International. RJ Grey held its first annual Spelling Bee, and the winner represented our school at the Lowell Sun's 64th Annual Northern Middlesex Spelling Bee. Our student came in second place at the regional spelling bee. The inaugural RJG Virtual Art Show, which was linked to our website, showcased work from the two art classes, the art club, and staff.

Another way students connected with each other was through involvement in the Student Council. This group helped to plan school-wide activities, dances, and service learning projects. The Student Council raised money for Partners in Health Organization. A major focus of Student Council this year was becoming more aware of and addressing bullying and teasing issues in school. Several students attended the "Let's Get Real" video premiere and presented the information to our staff. As part of their presentation to the staff, they conducted a survey of students regarding bullying and teasing behavior in our school.

In addition to our annual community service learning projects, such as the Coat Drive, Walk to the West Acton Food Pantry, and collecting for Toys for Tots, teams found new programs to support. Among these were eighth-grade students teaching science to students at Douglas Elementary School, collecting small household goods for the Acton Household Goods Recycling Project, and visiting local community service agencies, such as Life Care Center of Acton. The Principal Student Advisory

Board was created; several students from Student Council served on this board.

In the spring of 2004, eighth-grade students participated in the Youth Risk Behavior Survey, along with other surrounding communities. In our continued effort to address all of the needs of students and parents/ guardians, we held our third annual Project Wellness Day. This event brought seventh-grade students and adult family members together at Merrimack College on March 10, 2004 to learn more and better ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to drug use to relationships. Approximately 1,000 students, family members, and staff participated in this event. We also cosponsored for the third consecutive year the parent evening, "Recognizing Adolescent Depression and Anxiety," with the RPTSO, CAFY and NAMI-Mass. The counseling department facilitated classroom-wide sessions in the seventh grade addressing respect, harassment, and bullying behavior.

Other special events during the school year included the Problem Solving Contest, Student Variety Show, Halloween Dress-up Day, Blue and Gold Day (school spirit day), World Language Week, a weekend ski trip to Waterville Valley, school-wide end-of-the-year field trip to Canobie Lake Park, the Thanksgiving Assembly, and the Student Recognition Assembly.

Throughout the school year, several groups met regularly to look at the future of R. J. Grey and to consider ways we can continue to meet the academic needs of our students. The entire staff, as well as a committee of department leaders and staff representatives, continued to look at the parts of the program that are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students. The English and Social Studies Departments published their curriculum outlines, objectives, and goals, so families would have access to the material focused on in these classes. As a school, we participated in a self-assessment through the New England League of Middle Schools (NELMS) - to explore our identity as a junior high, middle school, or a hybrid and to make recommendations on ways to improve our school. Students, parents, and staff completed questionnaires, and interviews were conducted with students, parents, school committee members, and all faculty and staff. The NELMS committee identified several strengths of our building, including our highly-knowledgeable and caring staff, the challenging curriculum, and the well-rounded education that we provide to our students. They made suggestions regarding improving our interdisciplinary work, installing more technology in the classrooms, and investigating a student advisory program.

The School Council, consisting of five parents, one community person-at-large, four staff members, four students, and the principal, addressed a wide variety of issues and made recommendations to the administration, which were very helpful. The Student Council continued to have a strong voice in the development of the school and the overall school climate. An

active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at R. J. Grey. Parents/ guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide information about the schools. In addition, the P.T.S.O. Newsletter, Shades of Grey, and the P.T.S.O. e-mail list helped us to better communicate with families about our school. Our principal also began his weekly email newsletter to parents, "Grey Matters," and monthly "Drop-In" hours to facilitate more communication between home and school.

In October 2004, R. J. Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

At the end of the 2003-2004 school year, several veteran staff members retired after many years of service to our school. Our retirees were Joyce Norton, Dennis Brett, Lorraine Blacker, Carla Brock Meier, and Nancy Nizel. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL

Post Secondary Education: The ABRHS Class of 2004 was comprised of 391 students; of these 87% will enroll at four-year schools, while 4% will continue their education at two-year colleges and technical schools. Consistent with the national trend and with that of previous AB classes, 159 seniors (46% of those applying) submitted Early Decision or Early Action applications.

Standardized Test Results: Average SAT scores for 2004 seniors again exceeded those of state and national populations. This is significant since 99% of AB students took the SATs, compared to the state average of 82% and the national average of 48%. Our average combined score for the SATs was 1242, which is 216 points higher than the average combined Massachusetts score of 1026.

National Merit Scholarship Corporation: Eighteen members of the Class of 2004 achieved semi-finalist recognitions; 52 others received letters of commendation.

National Honor Society: There were 122 members of the class of 2004 that were inducted in the NHS.

National World Language Honor Societies: In 2004, thirty-four ABRHS students qualified for membership in local chapters of the National French and Spanish Honor Societies.

National, Regional, and State World Language Competitions: One ABRHS student placed nationally in 2004 in the National Spanish Examination; fifty-seven students placed statewide. Fifty-seven students placed both nationally and at the chapter level in the National French Contest. Eight students placed at the cum laude level or better in the National Latin Examination. One student was a winner in the Medusa Mythology Exam.

World Language Achievement Awards and Leadership Award: Thirty-three students of Spanish, French and Latin were recipients of the World Language Achievement Awards. These students achieved the highest average in their language classes for the year, and they represented all of the levels that are taught in the department. Shirley Huang was the recipient of the Leadership Award. Jonathan Borg received the Excellence in Latin Award; Elizabeth Reuman, Excellence in Spanish; and Lisa Song, Excellence in French.

Academic Decathlon Team: In its 16th year of competition, this team of nine regulars and twenty alternates placed first in the Massachusetts State Championship, which was held in March 2004. A total of 48 Massachusetts high schools competed. In addition, the team placed 4th overall (the best performance in AB school history) at the U. S. National Championship held in April 2004 in Boise, Idaho. The team also placed 3rd in the nation in the Superquiz event (which required expert knowledge on the Louis and Clark Expedition) at the National Meet. English teacher Andrew Crick coached the team.

Mathematics Team: In the 2003-2004 season, ABRHS finished in third place in the Massachusetts Mathematics League and then finished first place in New England among large schools at the New England Math League Competition in May 2004. Seven students from ABRHS were finalists on the state Mathematics Olympiad examination: Andrew Kuo, Renato Montenegro, Adam Merberg, Sean Sullivan, Alex Trubitsyn, Song Wang and Susan Yao. Sixteen students from ABRHS were finalists on the National Math Competitions exam: Adam Merberg, Sean Sullivan, Song Wang, Renato Montenegro, Vaishal Patel, Alden Gassert, Alex Liu, Nikhil Pradhan, Andrew Kuo, Alex Trubitsyn, Alex Crew, Jon Eisenberg, Jimmy Shi, Damian Ankukiewicz, Jacob Kushkuley, Ashwin Suresh.

Speech and Debate: The ABRHS Speech and Debate Team had 120 members throughout the 2003-2004 school year. Students competed in twenty-one novice and varsity events, ranging from model congress to poetry reading. ABRHS was the only public school that placed in every state-sanctioned tournament, placing in the top three on eight occasions, a record for a public school. The ABRHS team qualified the maximum 32 competitors to the Massachusetts Forensics League State Championships and

produced two individual champions; Ben Brooks and Andrew Warnock. Nine competitors qualified to represent Massachusetts at the National Championships in Boston. Brendan Jarboe reached the semifinals in his event, and Josh Isaacs placed sixth in the nation in his event.

Athletics: During the 2003-04 school year, participation in athletics grew to a level exceeding 1,500 students in grades 7-12. In the fall season, our Girls Swim team ranked second in their sectional and state meets. Our Football team finished with a record of 13-0, winning the Dual County League Championship for an 11th consecutive year, and won another Division II Super Bowl, the third in a row. Our Golf, boys Soccer, Girls Soccer and Field Hockey teams all qualified for M.I.A.A. post-season play.

In the winter, many of our teams enjoyed successful seasons and qualified for tournament participation. The Boys and Girls Basketball teams qualified for tournament play, with the boys being Divisional finalist. Alpine Ski also participated in the State Championship Race.

As in the previous seasons, the spring was also a successful time for our teams. Our Softball, Baseball, Girls Lacrosse, and Boys Tennis programs all extended their seasons in post-league play. The Girls Lacrosse team won the DCL championship in 2003. Numerous girls and boys qualified individually for the State meet in track and field.

Proscenium Circus: Proscenium Circus continues to grow in its membership and productions each year. In 2003-2004 the students displayed remarkable talent and energy in nine productions! Students participated in productions in a number of ways: sound, lighting, set construction, stage management, publicity, ticket sales and, of course, stage performance. Over 100 students participated in the performance of Romeo and Juliet, set on a college campus in the turbulent year of 1968, directed by Stephanie Hoban, the PC advisor. That production was followed by a wonderful student-directed production of Falsettos in the new little theater. The musical, My Favorite Year, was another winning show by the great team of Linda Potter and Jeannie Furlan. Genevieve Hammond, a first-time director, produced The Fifteen Minute Hamlet for performers and audiences. In the spring, Proscenium Circus added a new show designed to showcase the high-caliber acting talent of AB, and the year's spring show, Big Love, did just that with amazing performances by a bevy of departing seniors. Finally, the year of performances ended with the student-directed class play competition, which is always fun and popular and this year was won by the freshmen class play in a great upset of the status quo with its play, A Simple Task.

Performing Arts: The performing arts department continued its outreach and service to the community. Performances at the Memorial Day Parade, West Acton's Oktoberfest, and numerous senior gatherings are a few. We had fifteen students selected to perform in the concert band, chorus, and orchestra at

the MMEA Northeast Senior District Festival, which was held in January; seven of these earned an All-State recommendation. Our Madrigal Singers performed a Madrigal Dinner for the community in which they performed a Renaissance-style dinner theater. A trip to New York City, where the band marched in the St. Patrick's Day Parade, was an outstanding experience for our band members.

Peer Leadership Program: Peer Leadership had another very successful year with over forty students, a number that has increased as the scope of peer leadership has evolved. The peer leaders facilitated an alcohol/ drug awareness program in Acton's elementary schools, led social development programs at R. J. Grey Junior High, and engaged in smoking awareness programs.

The School Newspaper: The Spectrum includes articles and photography of interest to the ABRHS community. Staff members and editors work in a variety of capacities, including writing, photography, layout, copy editing and advertisement sales. The Spectrum had a staff of fifty students and published five issues. For the second year in a row, the paper received an award for Excellence in Sportswriting from Suffolk University.

The Literary Magazine: Each year the Student Literary Magazine produces and publishes two issues of a collection of student writing and artwork. To generate submissions, a contest is held prior to each issue with separate categories for artwork, poetry, and short stories. The winners in each category receive twenty-five dollars in prize money; the magazine is available at no cost at the office and in the library.

Idiosyncrasy: The high school cultural magazine, Idiosyncrasy, began three years ago when a group of enthusiastic students approached Mr. Kavanagh with the idea; since then, the magazine has put out many issues focusing on such regions as the Middle East and Polynesia/ Micronesia. This year we decided to make several changes to the magazine to make it more relevant and appealing. For instance, each issue of Idiosyncrasy is now based on a theme instead of a region. Our first issue, "Pirates," will come out the first week of January.

Student Internship Program: Fourteen juniors and seniors participated in the program. Each student was assigned to a staff member within the Town Hall or the school system. Several worked with state legislators.

Harvard Model Congress: Ten juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation.

Girls State: Two juniors, Ari Gimbel and Jessica Myers, attended with the support of the Maynard Emblem Club.

Career Exploration Activities: Beginning in November, approximately 150 students made one-day job-shadowing visits to a variety of work sites. This program owes its success to the participation of parents and local businesses, some of which also sponsor a Job Shadowing Kick-off Breakfast in November. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. About thirty members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities include the Senior Seminar course, the work study program, a new website listing employment opportunities for high school students, and workshops on resume writing and searching for jobs and internships.

Senior Community Service Day: On April 30, the class of 2004 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the tenth year that the senior class has organized a Senior Community Service Day.

Community Service Activities: The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. Inspired by Senior Community Service Day, the freshman, sophomore and junior classes sponsored class volunteer projects during the school year. The school held its fourth Community Service Awards night on January 19, 2004, at which over 360 students received recognition for their volunteer efforts. In addition, ABRHS received a Community Service Learning grant (through the Massachusetts Department of Education) that funded curriculum-based service projects and professional development for staff.

The Performing Arts

Many exciting events took place throughout our elementary schools. In addition to their weekly music learning experiences in the classroom, each of our schools held a number of class plays/ musicals and choral/ band concerts. The elementary school bands came together to march in Acton's Memorial Day Parade. This has become a wonderful tradition for our band program, beginning in grade 5. The band program also finished the year with a townwide band concert combining the five elementary school bands. The 300+ students involved were a sight to see and hear!

At the R. J. Grey Junior High School, thirteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March. The Band and the Chorus performed winter and spring concerts, displaying their improving musicianship, and did a great job providing support and building esprit de corps at school assemblies. The students of R. J. Grey performed a musical, "Pirates of Penzance," to sold-out audiences for five consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus continued to reach out to our communities as they performed at numerous events, including West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, the Acton Council on Aging, and the Acton Memorial Day Parade. Proscenium Circus's presentation of "My Favorite Year" continued the fine tradition of outstanding musicals they have presented in past years. We had fifteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Music Festival held in January; seven of these students earned All-State recommendations. The band traveled to New York City where they marched in the nationally televised St. Patrick's Day Parade.

The Visual Arts

In the ongoing process of curriculum articulation and review, the art staff has now completed curriculum documentation for grades K through 12. All K-12 art courses are aligned with Massachusetts Visual Arts Frameworks Standards.

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the systems' seven schools and the Administrative Building Conference Room, as well as in off-site settings. Student artwork appeared in various school newsletters, and a kindergarten student's drawing graced the cover of the Kindergarten Handbook.

In the highly-competitive Boston Globe Scholastic Art Awards, 16 ABRHS students received a total of twenty state-level awards. These awards included: one \$1,000 Boston Globe Scholarship, one American Visions Award, four Gold Key Awards, four Portfolio Nominations, two Silver Key Awards, six Honorable Mention Awards. The student work was exhibited at the State Transportation Building in Boston during January and February, and award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving American Vision, Portfolio and Gold Key Awards was sent to New York for the National Scholastics judging. One ABRHS student won a Portfolio Silver Award at the national level. Two art teachers and three high school students assisted teams of judges during the day-long Scholastics judging process held at the State Transportation Building. The AB Visual Arts Director serves on the Scholastics Advisory Board.

Two high school students were among 140 high school juniors, across the state, selected to participate in Art All-State at the Worcester Art Museum in May. Art All-State is a week-end-long program for high school art students to work with their peers and practicing artists. Each district is limited to two student applicants. Selection is based upon slides of student work, a written application and an interview with a team of art educators. The APS/AB Visual Arts Director is among those art educators serving on student interview panels.

Students in the Art History and Junior/ Senior Portfolio classes at the high school traveled by bus to visit the Metropolitan Museum of Art and the Guggenheim Museum in New York City. Visits to these two museums supported units of study in the Art History and Junior/ Senior Portfolio courses. The field trip was organized by the three high school art teachers.

One AB art student received an Honorable Mention in the national photography competition sponsored by Nikon. An AB graduate, who also graduated from the Rhode Island School of Design, returned to AB in the role of visiting artist to work with students in the Advanced Photography classes.

Students in the high school Junior/ Senior Portfolio class prepared and exhibited their work in a show at the Continental Café Gallery in West Acton.

Seventh- and eighth-grade students at R. J. Grey had the opportunity to participate in an after-school art club that met once a week. Eighth-grade students made two field trips to the Museum of Fine Arts in Boston to support units of study in the art and social studies curricula. A Virtual Art Show, highlighting artwork from both seventh- and eighth-grade students, was posted on the RJG website in May. An opening reception was held for students, parents and teachers in the Card Library at RJG. One junior high art teacher exhibited a series of paintings in a show of graduate students' Masters thesis work at Fitchburg State College in June.

During March, Acton and Acton-Boxborough student artwork was included in the annual Youth Art Month Show at the Worcester Art Museum and at the Youth Art Month Show at the State Transportation Building in Boston. Over fifty student works were included at the Worcester site and nineteen at the Boston site. The Conant, Douglas, Gates, and Merriam Schools, as well as RJ Grey Junior High and Acton-Boxborough Regional High School, were represented in these shows.

Elementary student artwork from Conant, Douglas, Gates, McCarthy-Towne, and Merriam was exhibited in two off-site shows; the first at the Continental Café Gallery, an exhibit of printmaking; the other at the Acton Memorial Library, a collection of collage works on paper.

Two elementary art teachers made presentations at the Massachusetts Art Education Fall Conference in Hyannis. Three elementary art teachers ran a series of professional development Visual Arts workshops for classroom teachers.

Technology

During the 2003-2004 school year Priscilla Kotyk, Director of Technology Integration and Instruction, and Steve Hall, Director of Information Technology, collaborated to create a cohesive technology department that addressed integration support and technical support.

In the fall the new high school west wing opened. This wing provides teachers and students with new technology for enhanced teaching and learning environments. The new technology introduced in the building project includes:

- fully switched network with gigabit backbone.
- wireless connectivity,
- cross-platform file sharing
- improved server infrastructure,
- network and server management systems,
- multimedia classrooms (ceiling-mounted video projector connected to laptop/ desktop computer and DVD-VCR combo unit),
- laptop computers for teachers,
- wireless laptop mobile labs for students,
- new Cisco Academy/ CAD computer lab.

Midway through the school year the renovated east wing will open. The east wing will house the new digital language labs.

High school teachers attended technology training during the summer and throughout the school year in order to learn how to fully utilize the new technology available to them.

At the junior high school, a technology committee was formed to set goals for technology integration. Teachers were surveyed about classroom technology and access to computer labs. Based on the survey results, the technology committee made recommendation to the administration for technology purchases that will enhance the teaching and learning environment. One purchase was a rolling cart for each team that securely housed a video projector, speakers, and DVD/VCR combo unit. Teachers may reserve the computer lab or the wireless mobile laptop lab to do projects with their students.

At the elementary level, the technology integration specialist position was cut from the budget; nevertheless, the principals established a technology integration goal for students in grades 3-6. The school committee requested an APS technology integration report, which was submitted to the school committee in July. An excerpt of the report follows:

"The '03-'04 technology integration goal provided APS teachers with a clear expectation for addressing several student technology benchmarks. Classroom teachers in collaboration with colleagues had the responsibility for implementing this goal. This report assesses the progress made towards accomplishing this goal and paints a picture of technology integration in our schools. K-2 teachers, though not actively involved in the integration goal, shared their perceptions of technology integration in the primary grades."

The following statements are highlights of the data collection:

- Teachers value technology integration.
- Curriculum projects using technology enhance the learning environment.
- Student technology benchmarks are being addressed.
- K-2 teachers believe technology is appropriate and necessary in the primary grades.
- The principals' perspective resonates with teachers' perspective.

The following barriers prevent teachers from doing more with technology:

- lack of access to technology tools for instruction,
- insufficient student access to technology,
- lack of technology integration support,
- outdated equipment.

The following recommendations address the technology integration barriers:

- Provide teachers with effective instructional stations.
- Provide buildings with classroom sets of workstations.
- Provide teachers with building-based technology integration support.
- Continue the Technology Mentor Program.
- Provide wireless infrastructure to support mobility.
- Increase technical support as needed.

Finally the School Committee needs to seriously consider the issue of parity. If we are serious about assuring student mastery of the technology benchmarks, we need to find a different approach to funding technology.

Summer School

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough and the surrounding communities. Classes during the summer of 2004 returned to the high school after a one-year relocation to the Parker Damon Building. The program is entirely self-supporting and offers a broad range of courses. While many students take courses for remedial purposes, more than 50% of the classes are elected for enrichment purposes. In 2004, a record number of 494 students attended the Summer School, with 25% of the total enrollment from over forty other school districts. Director Bruce Oetinger, who oversees a staff of fifteen certified teachers and seven aides, runs the program.

K-6 courses: Reading, Mathematics, Language Arts (Writing Skills)

7-12 courses: Pre-Algebra, Elementary Algebra Part I SP, Algebra 1 CP, Algebra I AE, Geometry CP, SAT I and II Math

Review, Junior High English, English 9/10, English 11/12, Writing Skills, Creative Writing, SAT I and II English Review, Biology, Chemistry, French I, French II, Spanish I, Spanish II, U. S. History, World History, and Physical Education.

Office of Development

The Acton Public and the Acton-Boxborough Regional School Districts, together with their many partners, have been responsible for the creation of highly-entrepreneurial achievements in curriculum and instruction, community education, professional development, services for children with special needs, and school-to-career initiatives - to name only a few. They have also established strong and supportive partnerships of trust with the greater learning community - businesses, higher education, social service agencies, museums, chambers of commerce, and other public school districts, as well as parents and students. It is, therefore, a central goal of the Office of Development to create a seamless alliance among the many constituencies in the learning community. In doing so, a new synergy is generated and thus becomes the basis upon which supplemental funding is procured.

Grantsmanship: In response to the growing need to seek alternative and supplemental funding, grantsmanship activities continue to grow within the Office of Development and our individual schools. The Grant Writer's responsibilities include the establishment and development of new relationships with individuals, private businesses, foundations and corporations, as well as state and federal government agencies, which may become potential sources of supplemental funds.

Community Education

The Community Education office is located in the Administration building, 15 Charter Road, Acton. Its staff organizes, staffs and directs the following programs and activities.

Day and Evening Classes: More than 1,200 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 12,000 persons enroll in classes each year.

Extended Day Program: Serving 225 Acton Families and 80 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K-6.

Preschool Program: Located at the Acton-Boxborough Regional High School, the Community Education Child Development Preschool is the laboratory for the Child Development course. Completely funded and staffed by Community Education, the Child Development/ Preschool course awards seven credits toward graduation. Preschool has a total enrollment of 49 (22 three-year-olds on Tuesday and Thursday; 27 four-year-olds on Monday, Wednesday and Friday).

All-Day Kindergarten Program: Community Education administers the business affairs of the all-day kindergarten program at Douglas, Conant, Gates, McCarthy-Towne and Merriam Schools.

Summer Day Program: Located at the Administration Building, this program offers three two-week sessions of summer activities to more than 300 children in grades 1-6. Also provided is a Preschool summer program for four- and five-year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

Youth Basketball League: Offering 12 weeks of coaching, practice and league play to more than 1,000 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

Driver Education: Community Education runs a Registry-approved driving school, offering classroom and on-road training to 280 students annually.

Pool & Fieldhouse Programs: Located at ABRHS, the Pool & Fieldhouse Program consists of family open-swim and open-gym times for basketball on the weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays, a youth swim team, master's swim, morning and evening lap swim, and water exercise classes. Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center located at the Acton-Boxborough Regional High School.

Scheduling of School Fields: Little League, Pop Warner and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the schools' Facility Department for field maintenance.

Scheduling Use of School Buildings: All evening, week-end, holiday and vacation use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the school districts or town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment - AV, Director of Technology, Physical Education Department, Art Department, Facilities, and the Central Office.

For more information about Community Education and the programs that it offers, call (978) 266-2525.

Facilities and Transportation

Facilities and Transportation continued to move forward in 2003-2004 school year with various projects and changes. On July 1st we always begin in the standard cleaning, basic repairs, and preventative maintenance to all our buildings. Our fleet of school busses is maintained on a daily basis, meeting all safety standards and inspected by the Registry of Motor Vehicles on a regular basis.

The addition/ expansion of the High School continued on schedule with everyone looking ahead to a new state-of-the art facility.

An ADA compliance project is underway at the old Merriam Elementary School, recently renamed the Administration Building for the school district. This project entails bringing the building up-to-code while maintaining existing areas falling within the same category. Some construction has also occurred within this same facility involving the CASE High School Science classroom.

In the outlying elementary schools we had several projects. At the Conant School a new freezer was purchased and installed, and we repainted a few classrooms and moved several other rooms to prepare for new academic programs. There were no major projects within the Gates School building; however, trees around the grounds were removed due to the hazardous conditions they presented. With the exception of the high school, Douglas School probably endured the most extensive project this fiscal year: a new HVAC unit ventilator system was installed, with an asbestos abatement scheduled beforehand.

Finally, the overall campus planned its yearly painting of parking spaces, crosswalks, and speed bumps in preparation for the upcoming school year.

In Conclusion

This report demonstrates that the Acton Public Schools and the Acton-Boxborough Regional School District are complex organizations. Nonetheless, the districts possess a clear mission and vision. They are fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers and administrators continue to perform at high levels - academically, athletically, artistically, personally and professionally, - and so the Acton Public and Acton-Boxborough Regional School Districts maintain a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The towns of Acton and Boxborough have a great investment in the schools since the schools serve the communities' youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the towns and the schools that we want to maintain for the future.

William Ryan
Superintendent of Schools
On Behalf of the School Committees
January 2005

MINUTEMAN REGIONAL SCHOOL DISTRICT

Due to some internal delays with our audit and program reporting requirements I have been unable to release the 2004 Annual Report for publication in member towns' Annual Reports. I apologize for this delay and for any complications with the publication of your town report caused by our glitch.

I recognize that some submission deadlines have already passed while others will soon be upon us. We will properly comply with District Agreement and submit the 2004 annual report to the Boards of Selectmen as soon as possible and certainly before the start of Town Meeting, but we are not able to meet your publication deadline. In the interest of sharing information with town residents given that Minuteman data will not be included in the Town Report we will also produce an Annual Report to the Townspeople for direct distribution at each Town Meeting.

Do not hesitate to contact me directly at 781-861-6500 x326 or via email at tmarkham@minuteman.org with any questions or concerns.

Thank you for your understanding.

Thomas Markham,
Assistant Superintendent

ACTON MEMORIAL LIBRARY

Record circulation levels and reduced staffing levels marked 2004 at the Acton Memorial Library. These levels are perhaps most noteworthy because they are naturally at odds with one another and cannot continue indefinitely.

Circulation for the year was nearly a half million items (477,248 to be precise). This represents an increase of 14.6% over 2003. Monthly circulation topped 40,000 for the first time with the August total of 44,271 setting a new high use mark. Our average circulation per month during 2004 was 39,770. In comparison, our all-time monthly high before 2004 was 38,340 in July 2003. Initial 2005 figures indicate that circulation will continue to increase: Circulation in January 2005 was 43,250, up 17.2% from January 2004. If things proceed apace in Calendar 2005, circulation for the year will exceed a half million items (519,000 to be precise).

Reduced staffing levels and reduced hours make these circulation figures all the more remarkable. Indeed, the Massachusetts Board of Library Commissioners statistical reports for FY04 are just out, and AML achieved the dubious distinction of having the highest circulation per FTE (26,116) of the 53 libraries in our population range (15,000-24,999). Meeting room use declined to 540 (FY04 figure) as the library was open three instead of four nights each week. Holdings as of June 30th were 120,440. This increase of 6.7% represents additions to the collection as well as lack of staff time to remove outdated materials from the shelves.

The Board of Trustees deeply appreciates the efforts of the Library staff, led by Director Marcia Rich, who, despite cutbacks in hours and other resources, deliver circulation and other services not only in record numbers but with exceptional devotion to the highest standards of community service and professionalism.

Changes in the Board.

The Board is comprised of nine trustees, six of whom are permanent members and three of whom are elected to serve three-year terms. These three terms are staggered such that one trustee position is open for that year's election. This year, Tom Dunn's first three-year term expired. Tom ran for and was reelected to a second three-year term. In June the Trustees elected Tom to serve as President of the Board, Mildred Jarvis as Vice President, and Stacey Liberty as Secretary. Stacey recently informed the Board that she will not seek re-election in the spring.

Community Preservation Grant For Civil War Archive Project

In 2004 the Community Preservation Committee submitted to Town Meeting, and the citizens of Acton approved, a proposal to fund the restoration of the Isaac Davis G.A.R. Post 138 flag used by Acton veterans of the Civil War.

The Library was constructed and donated to the town in 1890 by William Wilde in memory of Acton citizens who gave so much to this country during the Civil War. Today, the Library is the official Civil War memorial of the Town.

The flag is a spectacular artifact that dates to the early 1900s, measures nearly 5' x 6', and is in remarkably good condition. The flag is among the most important of nearly 150 artifacts. Other artifacts include rifles, swords, clothing, currency, documents, and, yes, books.

For years these artifacts have been stored variously in the basement, attic and closet due to the lack of display space within the Library. During the recent library expansion project, the 1890 building was refurbished and some space was set aside in that section of the building for artifacts that were on display in the library as originally designed. It is the goal of the Trustees to restore the original building by recreating a display, and in so doing to tell a story that will personalize the Civil War by connecting specific individuals from Acton to Civil War events both famous and ordinary. Restoring the G.A.R. post flag is an important milestone along the path towards that goal. The Trustees gratefully acknowledge the work of the Community Preservation Committee and the support of Acton voters.

Art Exhibits

Trustee Ann Chang works with Kay Hartung, a local artist and former member of the Arts Council, to manage the art exhibitions hung in the Library's meeting room. Every year a call is issued to artists from all over the Greater Boston area to submit slides for jury consideration. The slides are due on March 1. The work is then judged and the artists picked for the coming year. Care is taken to have a variety of media represented, and to recognize new talent. The roster for 2004 was:

Jan.	Joan Terrell Smith	Oil & pastel
Feb.	WuShuan Burns	Watercolor
March	Patricia White	Mixed media
April	Phyllis Ewen	Mixed media
May	Anne Johnstone	Mixed media
June	Iris Osterman	Oil, pastel
July	Joe Schatz	Photography
Aug.	Joe Schatz	Metal
Sept.	Madeleine Lord	Fantasy bird constructions
Oct.	Midori Evans	Photography
Nov.	Kay Hartung	Collage
Dec.	Joanne Bergen	Oil & pastel

Website

A completely revamped website became operational in 2003, and throughout 2004 Bob Ferrara and Dennis Ahern have worked to maintain and improve the site. The address is: www.actonmemoriallibrary.org. The site includes an events calendar for all Library activities and meeting room usage and is readily accessed on all Library computers, as well as from home.

Pine Hawk

Trustee Bob Ferrara remains actively engaged with The Friends of Pine Hawk, a group whose goal is to better understand and publicize the archeological and human story behind the great treasure trove of Native American artifacts discovered at the "Pine Hawk" site in South Acton during the excavation for the new sewer treatment plant. An extraordinary record of Native American habitation was uncovered, a record extending back over 7,000 years. The Friends include private citizens and other professionals from the Library, the Discovery Museum, and the Schools. Recently Shirley Blancke, an archeologist with extensive experience of our region's Native American history, joined the group. Shirley worked with school curriculum planners to develop a variety of educational materials for the fourth grade.

The Friends of Pine Hawk had several accomplishments in their second year of operation. They again sponsored a series of October events as part of State Archeology Month. Thanks to a grant from the Acton-Boxborough Cultural Council, the group developed a portable kit of two dozen replicas from the site, such as tools and projectile points. The website at www.actonmemoriallibrary.org/pinehawk/home.html was expanded as well. Working with local art student Sophy Tuttle, the group designed three informative portable displays, which will be available for public showing next year. Library Director Marcia Rich teamed with Health Director Doug Halley for presentations for several local groups.

Oktoberfest

Trustee Mildred Jarvis led the Library's effort for the annual West Acton Oktoberfest celebration this year. Many trustees spent time at one of the Library's tables, which displayed information about the Library, Pine Hawk, Civil War archives, the Friends of Acton Libraries and the AML Foundation. The Foundation developed a guessing game: What was the highest number of patrons to visit the Library in a single day that year, which was a magnet for many of the children (and adults!). (The answer: 1685.)

Trust Funds

Trustees Brewster Conant, Mildred Jarvis and Frank Joyner have been working on improving visibility and transparency of the Library's trust funds. Their objectives include (1) developing a methodology to better inform citizens about the existence of

the trust funds; (2) developing a periodic report for the Trustees that tracks individual Library trust fund income and expenditures and (3) developing, in conjunction with Town Finance officers, an agreed upon methodology for calculating the Acton Memorial Library Foundation's Endowment Fund distribution. The initial year of distribution is Fiscal Year 05. Thereafter, this section of Memorial Library's annual report will contain a yearly report on the use of the distributed funds. (It should be noted that the Endowment Fund Trust document states that the purpose of the Endowment Fund is to assist in maintaining the quality and excellence of the Library, but specifically excludes fund income from being used to substitute for basic library operation and maintenance expenses.) Specific information on the Library's Trust Funds is presented in this Town Report under Town of Acton Non-Expendable and Expendable Trust Funds.

Chinese Language Grant

In 2003-04 the library implemented a \$20,000 grant from the Massachusetts Board of Library Commissioners to establish a Chinese Language collection and upgrade our ESOL (English for Speakers of Other Languages) collections. With the assistance of a group of dedicated volunteers from the community, the Library established a very popular Chinese collection that includes over 1,200 Chinese books (including 250 children's and young adult books), nine periodical subscriptions, 68 DVD titles, and 22 VCD series. Grant funds were also used to purchase English language materials on learning spoken and written Chinese. In addition, the ESOL collection was upgraded with new books, audio titles, videos and CD-ROMs related to English language and U.S. citizenship.

Funds from the Acton Memorial Library Foundation were used to build related collections of materials for use by Families With Children from China and others with an interest in China's history and culture.

The grant also provided a full day of training to library staff on providing excellent public service to a culturally diverse community, and funded a four-part book discussion series for the public on Chinese and Chinese American themes.

The "Community Languages" grant was provided by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, as administered by the Massachusetts Board of Library Commissioners.

In its report to the federal government, the Massachusetts Board of Library Commissioners described the grant application and implementation, led by Reference Librarian, Susan Paju, as "exemplary."

Literary Arts Program

An audience of more than 150 people enjoyed the feature event of the Acton Memorial Library's poetry program on April

28, when Martín Espada read from his works in room 204 of Town Hall. Espada, winner of the 2004 annual Robert Creeley Award, is hailed as one of the leading poets of his generation.

Warm-up poets for the event were Susan Richmond of Acton, author of, *Boto*, and Peter Desmond of Cambridge, coincidentally Martín Espada's accountant.

The works from which Espada read, often reflecting his experiences as a tenant lawyer and advocate for migrant farm laborers, clearly touched the large enthusiastic audience.

The evening concluded with Creeley presenting Espada the Robert Creeley Award, which consists of a plaque and the opportunity for the visiting poet to spend \$500 selecting favorite or influential books to add to the Library's collection. This tradition of awarding cash to the poet, who then spends the money on books for the Library, began with the first Robert Creeley Award in 2001 and has resulted in many unique additions to the Library's collection.

The 2004 Creeley Day event was funded with contributions from the Friends of the Acton Libraries (which also supports the fall reading), the Acton Memorial Library Foundation, the Acton Boxborough Cultural Council and the Georgia Whitney Fund. Library trustees and staff thank these organizations for their generous support.

The Trustees and staff also thank Robert Clawson of Acton whose idea it was to honor Acton's own literary lion Robert Creeley, and Susan Page who joined the Poetry Committee in 2003 and continues to work with Bob Clawson to make the Poetry Program a success.

C. D. Wright has been selected as the 2005 Robert Creeley Award winner, and has agreed to read in Acton on May 5, 2005. She has published ten volumes of poetry, most recently *Steal Away: New and Selected Poems* (Copper Canyon, 2002).

The fall poetry event held on November 7, featured Peter Desmond and Michael Cantor, two formalists.

Hours of Operation

The Library is a seven-day a week service most of the year (63 hours a week) and a six-day a week service through the summer months. No staff member is working full time. Most staff members work one night a week and every third Saturday.

Trustees
Thomas Dunn, President
Mildred Jarvis, Vice President
Stacey Liberty, Clerk
Dennis Ahern
Ann Chang
Brewster Conant
Robert Ferrara
David Barrat
Frank Joyner

Staff

30-39 Hours/week:

Suzanne Callahan, Ellen Clark, Lee Donohue, Julie Glendon, Joy Hamel, Susan Paju, Gloria Reid and Marcia Rich

20-29 Hours/week:

Karen Anderson, Eunice Gorman, Mary Katis, Stephanie Knowland and Pam Parenti

10-19 Hours/week:

Catherine Drum, Barbara Floss, Helen Howell, Kaja Michaels, Elizabeth Leaver, Marilu Nowlin, Anshu Sood, Amy Spadano and Donna White

Less than 10 Hours/week:

Kristine Adolph, Caitlin Churchill, Nancy Clune, Jane Flanders, Pam Hays, George King, Carol Landers, April Mazza, Polly Millen and Natalie Van Roggen.

WEST ACTON CITIZENS' LIBRARY

Throughout 2004, the Citizens' Library greeted a substantial number of regular visitors and also welcomed an impressive number of new patrons, both those new to Acton and neighboring communities and those discovering the library even after many years in Acton. With greater numbers of patrons coming through our doors, the library also experienced a hefty surge in circulation - 19% over the previous year's figures!

Inside the Citizens' Library, readers enjoy easy access in a comfortable atmosphere to a terrific collection of reading material - bestsellers, wonderfully wicked mysteries, tales of sinister suspense and intrigue, cookbooks, audio books, travel books, biographies, and an amazing array of fantastic children's books.

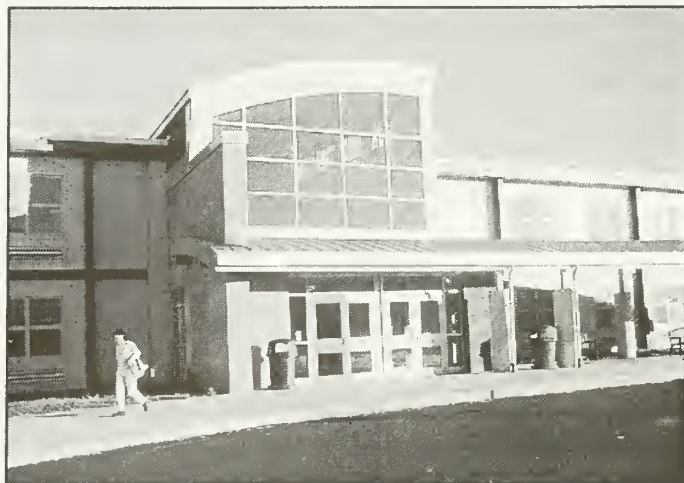
One of the most popular programs at the Citizens' Library is Annette Lochrie's Tot Time, a creative, interactive reading program for young children. Sponsored by the library's auxiliary, Tot Time continues to engage enthusiastic 2- to 5-year-olds in great stories and library adventures.

Also popular among the patrons are the museum passes. The citizens' Library is proud to offer its patrons passes to the Museum of Fine Arts, a gift from the Acton Arts League, as well as passes to the Discovery Museums, Fruitlands, and the EcoTarium which have been donated by the Auxiliary and the Suzi M. Pomeroy Memorial Trust Fund.

The Citizens' Library is funded by the Town of Acton and receives supplemental support in the form of grants from the state. The library is also grateful for the generosity of others: the Friends of the Acton Libraries, the citizens' Library Auxiliary, and individual library patrons. For its daily operation, the library relies on a number of dedicated volunteers who work at the library on a regular basis taking care of the circulation desk, helping patrons, shelving books, and filing.

The Citizens' Library, located at 21 Windsor Avenue, is open Tuesday from 10am to 7pm and Wednesday through Friday from 10am to 5pm. For more information, please call (978) 264-9652.

Trustees
Robert Loomis, Chair
Virginia Rhude, Secretary
Peter Guilmette, Publicity
Librarian
Regina Tischler



Entrance: Acton-Boxborough High School's New Entrance

CULTURAL AND HISTORICAL ACTIVITIES

ACTON BOXBOROUGH CULTURAL COUNCIL

The calendar year 2004 presented the Acton Boxborough Cultural Council (ABCC) with serious financial challenges. This year ABCC allocation for our fall grant cycle was level funded from the Massachusetts Cultural Council. The ABCC was once again supported by both Acton and Boxborough Town funds via warrant articles and line items. The dedication of the Board of Selectman in both Boxborough and Acton is truly remarkable. For the seventh year, Boxborough gave the ABCC \$1000 and Acton provided the ABCC, through a Warrant Article, \$1000 to be used by the ABCC for ongoing arts enrichments. We are extremely grateful and constantly acknowledge their support to everyone. We are grateful also for the facilities support that the two Towns provide us with: meeting spaces, access to copiers and general support from our liaisons, Acton Selectman, Trey Shupert and Boxborough Selectman, Simon Bunyard.

This year ABCC welcomed several new members, while having to say farewell to some longstanding members, along with our chairman of six years, Jean Butler. Much of our efforts in the spring related to bringing new members up to speed, assigning new responsibilities, and revitalizing our efforts. We were involved in various discussions of the library reuse in Boxborough. We also stepped forward to support the efforts of Yin Peet and her proposal to the Town of Acton, speaking on her behalf at the special Town Meeting in October. Planning for the fall concerts of Bill Harley and the Longwood Opera involved many meetings and discussions. Fall brought the annual grant cycle review. We were pleased to be able to fully fund nearly 50% of the grants we received. We also lent our efforts in support of the Longwood Opera performance of La Boheme, as well as the Bill Harley Family Concert. Both of these performances were well received by the public: The opera was nearly sold out. Plans are in the works to support the Longwood Opera in another endeavor for next fall. Planning also continued for the March 2005 New England Winds Concert. We hosted a community-input meeting and grant writing workshop in the spring.

Funding for the following 2004 programs came from: remaining FY '03 and FY '04 Acton Funds, some of our "joint" funds along with community donations to the AB Cultural Council.

- Longwood Opera performance of LaBoheme November 5. One concert, at St. Matthew's fellowship hall, which filled the house with nearly 100 people. Admission was charged, drawing people from the neighboring towns, along with the troupe's season ticket holders. ABCC sold refreshments at intermission.

- Bill Harley Family Concert. One show at the RJ Grey Jr. HS December 4. \$5 general admission was charged by the ABCC. We helped sell merchandise and took a percentage from these sales.

Each fall, the ABCC is required to distribute our annual MCC allocation through a Grant Process.

The Massachusetts FY '05 Budget was announced and the ABCC grant allocation was \$4400. We included in our FY '05 Grant Cycle our rollover from previous grant cycle FY '03 of \$387.67. To fund the selected grants we took from our "other council funds" \$97. For the FY '04 Cycle we did not withhold the allowed 5% of the MCC allocation and made the entire \$4924. available for the community members.

FY '05 Acton-Boxborough Cultural Council Approved Grants

Applicant Organization Name	Grant Award Amount
Gabriel Gouveia	375
Sargent Memorial Library	550
Fitchburg Art Museum	150
Harvard Pro Musica	500
Three Apples Storytelling Festival	100
Commonwealth Ballet Company	500
Acton Community Center	300
Fruitlands Museums	300
Fruitlands Museums	300
Ms Catherine Christensen	350
Sounds of Stow	199
C. tc. Douglas School PTO	500
Merriam School	450
DeCordova Museum and Sculpture Park	100
Ms. Gayle Flaherty, OTR/ Liscw	250
Total	4924

For further detail of the approved grants, please visit our web site, www.actonboxboroughculturalcouncil.org.

The ABCC has come a long way from just administering an annual grant cycle for the Massachusetts Cultural Council. We actively seek alternative funding and are acting as presenters for community arts events. We are a committee of eight members appointed by the selectmen of each community, but functioning as a single entity. Our goal is to increase our effectiveness as Art Advocates by supporting, promoting, organizing and presenting arts and artists in our communities.

The Arts are Essential

We welcome feedback and suggestions from the community through surveys and word of mouth.

2004 Acton Boxborough Cultural Council Members

Michele Holland Chair, Acton
Ann Budner Co-Chair, Acton
Mitzi Weil Treasurer, Boxborough
Nancy Gerhardt, Acton
Rosie Latto, Acton
Rixin Li, Acton
Pat Myers, Boxborough
Susan R. Page, Boxborough retired 7/1/04
Elaine Sisler, Acton

HISTORIC DISTRICT COMMISSION

The Historic District Commission had a very busy year. Applications for review increased to 35 from 24 in 2003. The number of issued Certificates (32) increased by 33%. The Commission issued 21 Certificates of Appropriateness and 11 Certificates of Non-Applicability. Acton Center was the most active of the three Historic Districts, with 17 applications for review. South Acton had 10 applications, and West Acton had eight applications.

The largest number of Certificates were for signs (five), windows (four), and fences/railings (three). There was one new building (West Acton), two applications for substantial additions (both in Acton Center), two changes to external lighting, two demolitions, two gutter projects, two re-sidings, two re-roofings, and one accessibility upgrade.

No new members were added. The Commission has one vacancy for a full member and vacancies for alternate members.

The Commission meets in Town Hall twice monthly, at 7:30 p.m. on the first and third Mondays (except holidays).

Brian Bendig, Chair
Anne Forbes, Vice Chair
Michaela Moran, Secretary
Hong An, Member
Michelle Barabash, * Member
Bonnie Geithner, Member
Ken Guditz, Member
Tom Peterman, Member
*Term expired 2004

ACTON HISTORICAL COMMISSION

The objective of the Historical Commission is to protect and preserve the Town's historic character and assets, be they buildings, open spaces, landscapes, or historic districts. The Commission maintains the Cultural Resource List of significant structures in Town, and reviews any demolition of these structures via the public hearing process. The Commission can be a design resource to property owners who are remodeling older properties. The Commission also reviews and comments on proposed subdivisions with regards to (loss of) stone walls, cart paths, old quarries, or other historic elements of the landscape. During the review process, the group frequently walks the land to identify and document culturally significant resources. The Commission works in conjunction with the Historic District Commission, with jurisdiction being everything outside of the three Historic Districts in town.

During 2004 the Commission, through the CPA, received funding for updating the Cultural Resources List, and is working on requesting proposals from consultants to perform this important update. The Commission worked with the Community Preservation Committee in verifying historical aspects of the Bruce Freeman Rail Trail project and the Morrison Farm project. The Commission was active during the comment period for the Franklin Place housing project on Main Street, which is now under construction. In our continuing effort to preserve the 1830 structure at 15 Mass. Ave (Rt. 2 Police Barn), with the help of The Beacon, a local contractor donated time and materials to repair the roof and seal open window sash. We also were able to gain a favorable National Register eligibility determination for the Lothrop Mill on River Street.

2004 Membership:

John Benkert
Victoria Beyer
Robert Coan
Anita Dodson
Peter Grover, Chair
William Klauer



Westside Village, a 40B Development of Rt. 62 With Some Affordable Units.

FENCE VIEWER

The duties of the fence viewer are contained in Massachusetts General Laws, Chapter 49, Section 1-20, inclusive. This law pertains to the need for partition fences on property lines of adjoining improved parcels of land used for agricultural purposes (primarily the keeping of livestock). The appointed fence viewer for the Town reports no activity in such partition fences for the year 2004.

Although the Fence Viewer is now an archaic position, several general questions concerning fences are answered each year. Residents should keep the following facts in mind when planning to erect a fence:

1. Section 5.3.1 of the Town's Zoning Bylaw limits the height of walls and fences in yard setback areas to no more than eight feet.
2. Massachusetts General Law, Chapter 49, Section 21, determines when certain fences may be deemed a private nuisance and should be consulted when there is a question concerning a spite fence.
3. Section E39 of the Town Bylaws provides that when erecting a fence fronting on a public way the fence should not encroach within the public right of way without a written license from the Board of Selectmen. Assistance in determining the location of this right-of-way line is generally available from the Acton Engineering Department.
4. The installation of a fence does not normally require a building permit; however, erecting a fence in a Local Historic District (Acton Centre, South and West Villages) will usually require a Certificate of Appropriateness from the Acton Historic District Commission.

I can be reached during the day at 264-9628, or by e-mail at dabbt@town.acton.ma.us

David F. Abbt,
Fence Viewer

ECONOMIC DEVELOPMENT AND INDUSTRIAL CORPORATION

In 1997, the Board of Selectmen constituted the Economic Development Committee to consider methods of business development in town to help stem the rise in residential taxes. In 1998, Acton developed a Master Plan Update, which indicated that the townspeople were willing to examine ways to achieve this goal.

The Economic Development Committee worked closely with the Planning Board on the Master Plan Update and recommended the creation of an Economic Development and Industrial Corporation (EDIC), designed to spur commercial development consistent with the goals of the Master Plan Update. This required obtaining permission of Town Meeting to file legislation with the State for a Home Rule Petition to create the EDIC. This permission was granted in April, 2000, and in November of 2001, the Massachusetts Legislature passed this bill. The bill was accepted by another Town Meeting in April, 2003.

The goal of the EDIC is to ameliorate the rise in residential property taxes by spurring commercial development in town, consistent with the other goals of the Master Plan, such as preservation of open space and strengthening Acton's Villages and commercial centers.

During the summer of 2004 the EDC interviewed interested candidates for the EDIC. They recommended a list to the selectmen who appointed the Board. Selectmen interviewed and appointed a Board of Directors to lead the EDIC. The Board members are:

Josh Chernin, Chairman
Jon Avery, Vice-Chairman
Bonnie Wilson, Clerk/ Secretary
Harry Hedison, Treasurer
Jim Walker, Member
John Ravis, Member
Ron Locklin, Member

The Board started meeting in the fall and spent much of its time investigating how other Massachusetts EDIC's got off the ground and the types of work they do, as well as researching sources of funding and relationships with various state agencies.

The next major step for the EDIC is submission of an Economic Development Plan for the Town, which must be approved by Town Meeting. This is a public process and the input of the townspeople is welcome.

Respectfully Submitted,

Josh Chernin, Chairman

ECONOMIC DEVELOPMENT COMMITTEE

The Board of Selectmen established the Economic Development Committee (EDC) to advise the Selectmen on matters pertaining to Acton improving its economic well-being. The EDC consists of up to eleven Acton residents or business owners representing various groups interested in enhancing Acton's economic development in accordance with the 1998 Master Plan Update. The committee is comprised of two representatives from the Board of Selectmen, two Planning Board representatives, one Finance Committee representative, two representatives from the Chamber of Commerce, and four at large members. The stated objectives are:

Promote current and new commercial development within the context of the Master Plan.

Increase the commercial tax base to reduce the tax burden on residential taxpayers.

Support commercial and industrial growth that will fit in Acton and contribute to the community's quality of life and Fiscal Stability.

Support the concept of village and business districts by encouraging businesses of appropriate scale that will contribute to a mix of activities.

The EDC studied and made recommendations on the 2004 zoning articles, the Outdoor Lighting Bylaw, and the East Acton Village Plan. We met with the consultant to discuss EDC goals as a part of the Acton "Community Development Plan" under Executive Order 418.

In 2004 the EDC interviewed and recommended a slate of candidates for appointment to the Economic Development Industrial Corporation (EDIC). The interviews were conducted in June of 2004, with appointment of the entire slate by the Board of Selectmen. Recall at the 2000 Annual Town Meeting, residents passed an article to petition the State Legislature to allow the Town to form an Economic Development and Industrial Corporation. On November 17, 2001, the Governor signed Chapter 135 of the Acts of 2001 that granted the petition. At the April 2003 Town Meeting, Acton accepted the legislation. The next step is for EDIC to develop an Economic Development Plan, and have it approved at Town meeting. Now former members of

the EDC, Josh Chernin and Jonathan Avery have moved to the EDIC. The EDIC is now a separate and functioning committee from the EDC.

Since much of the past few years work has been devoted toward getting the EDIC into operation, we are taking a hard look into EDC objectives for the future, including the role the EDC will play in Acton. We have developed a list of over twenty possible ways the EDC could participate within its scope, and are determining the next courses of action.

The EDC meets at Town Hall in public session generally on the third Thursday of the month. All are welcome.

Respectfully submitted,

Rheta A. Roeber, Chairman and Fincom Rep

Wayne Friedrichs, Vice Chairman

Jon Avery, Chamber Rep

Lauren Rosenzweig, Planning Board Rep

Hart Millet, Planning Board Rep

William A. Lawrence, Chamber Rep

Bob Johnson, BOS Rep

Ann Chang, Member

Trey Shupert, BOS Rep

Philip Janus, Member

Herman Kabakoff, Member

Josh Chernin, Associate member

Roland Bartl, Town Planner (staff)

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and three City of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.

- **Regional Services Consortia:** The four regional consortia established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing. MAPC recently became the purchasing and administrative agent for the Greater Boston Police Council, which assists over 300 units of local government in the purchase of police vehicles and other public safety supplies.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities; fiduciary agent for state/federal grant funding through the Massachusetts Executive Office of Public Safety.
- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, www.mapc.org, for more details about these and other activities.

Metrofuture: Making a Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase

of this exciting multi-year project. Please visit the project web site, www.metrofuture.org, for more information.

Minuteman Advisory Group on Interlocal Coordination (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow)

This year, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) hosted two Legislative Breakfasts; hosted a Breakfast for Chief Administrative Officers and Selectmen to share ideas about joint services and joint cost saving opportunities; learned about Green Buildings and Energy Efficiency, Smart Growth Overlay Districts, Regional Hazard Mitigation planning assistance and the Priority Development Fund; set transportation priorities and ranked projects; reviewed and submitted environmental comments on developments of regional impact; finalized the "MAGIC Carpet" study of alternative transportation options; and planned events in conjunction with the Regional Vision and Growth Strategy. Using MAPC Geographic Information Systems (GIS) staff, MAGIC provided four GIS training sessions for local officials and staff.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

PLANNING DEPARTMENT

The Planning Department has Roland Bartl as Town Planner, Kristin Alexander as Assistant Planner, and Maura Haberman as Secretary. The Department's principal function is the support of all Planning Board functions and activities. The Department also provides substantial staff support to other boards and committees. In 2004, the Planning Department staff continued work with the Economic Development, Community Preservation, East Acton Village Planning, and Outdoor Lighting Advisory Committees. See the separate reports from the Economic Development and the Community Preservation Committees. All duties are carried out under the direction of the Town Manager.

Planning Board

Members of the Planning Board are Selectmen appointees. In 2004, the Board's seven regular members and two associates were:

Lauren S. Rosenzweig, Chairman
Hartley E. Millett, Vice- Chairman
Gregory E. Niemyski, Clerk
Christopher R. Schaffner, Member
Stacy S. Rogers, Member
William F. King, Member
Gary R. Sullivan, Member
Edmund R. Starzec, Associate
Ruth M. Martin, Associate

Planning Board meetings are open to the public, usually at 7:30 PM at the Memorial Library on the second and fourth Tuesday of each month.

Development Activity

When reviewing development applications, the Planning Board strives to protect the health, safety, and welfare of Acton's residents, and to preserve the integrity of Acton's character. This aspiration is framed by the Town of Acton Master Plan and the Acton Zoning Bylaw. The Planning Board's authority to approve or disapprove development applications is also defined and limited by the State Zoning Act (MGL Ch. 40A), the State Subdivision Control Law (MGL Ch. 41, S. 81K-GG), and the constitutional rights of land owners.

In 2004, the Board voted to amend four special permit decisions based on new information presented to the Board, and approved one definitive subdivision. In addition, 13 ANR Plans (Approval Not Required plans in Subdivision Control Law) were signed. Much of the activity involved land swaps and other rearrangement of property lines. Overall, the Board approved new building lots for only 8 single-family homes. The table below shows the nine-year history of approved new residential lots.

Year	New Residential Lots Approved
1996	66
1997	35
1998	68
1999	76
2000	33
2001	15
2002	103*
2003	4
2004	8

*Includes Robbins Mill PCRC (90 lots)

It should be noted that the Acton Board of Appeals approved the development 20 additional dwelling units by Comprehensive Permit under M.G.L. Chapter 40B.

Zoning

The Acton Zoning Bylaw is the regulatory blueprint that affects the future use and development of land in Acton. It is the intent of the Planning Board that the Zoning Bylaw and any changes to it are generally consistent with the Master Plan. After holding public hearings, the Planning Board recommended and the 2004 Annual Town Meeting voted Zoning Bylaw amendments:

- To change dimensional requirements in the Senior Residence section to make senior housing a more economically attractive and viable development alternative to single-family homes.

- To provide the Board of Selectmen the option to grant a special permit for multi-family buildings with more than four dwellings in the South Acton Village (SAV) zoning district. This amendment made it possible to allow the construction of larger residential buildings that would complement South Acton Village and aid in its revitalization.
- To adopt outdoor lighting regulations proposed by the Outdoor Lighting Advisory Committee to reduce light trespass and glare and to improve illumination of commercial properties.
- To adopt multiple zoning changes proposed by the East Acton Village Planning Committee to encourage a more concentrated, cohesive, and identifiable East Acton Village.
- To rezone 66 Hayward Road to Agriculture Recreation Conservation (ARC) and to change dimensional requirements in the ARC zoning district to accommodate the T. J. O'Grady Memorial Skate Park.
- To change to the definition of agricultural land uses for further clarification and conformance with State law.
- To change the accessory use regulations in the Light Industrial zoning district to allow the incidental and temporary storage, and the incidental wholesale of automobiles, as part of the regional headquarters of a car rental and leasing company - Enterprise Rent-A-Car (Petition by land owner of 20 Main Street).

The Planning Board reviewed and conducted public hearings on two other proposed Zoning Bylaw changes without recommending them:

- A landowner petitioned to have his properties at 80 and 84 Piper Road rezoned from Office Park 2 to Residence 2 to reflect the existing residential land uses on the properties (passed by Town Meeting).
- To rezone ARC- and Residence 10/8- zoned land off Quarry Road in North Acton, together with a land swap involving Town-owned property, for the development of an art studio with a residence and a sculpture park (rejected by Town Meeting).

East Acton Village Planning Committee

In 2000, the East Acton Village Planning Committee was appointed to generate a plan for the East Acton Village area. Committee members were residents and business owners from East Acton and other parts of Town. Kristin Alexander provided

primary staff support to the Committee. In January 2004, the Committee completed the East Acton Village Plan (Plan) and the Plan was adopted by the Planning Board. The 2004 Annual Town Meeting adopted all proposed East Acton Village- related zoning changes unanimously.

The Committee disbanded with its work completed in May 2004. Committee members included:

Ken Sghia-Hughes, Chairman
 Carol Holley, Clerk
 Dave Brown, Member
 Betsy Comstock, Member
 Stacey Durkin, Member
 Susan Kennedy
 Tom McLaughlin
 Steve Steinberg
 Micki Williams
 Art Wu, Transportation Advisory Committee

Outdoor Lighting Advisory Committee

The Board of Selectmen established the Outdoor Lighting Advisory Committee (OLAC) in 2001 to study ways to reduce glare, light trespass, sky glow, and energy use. OLAC studied the technical aspects of outdoor lighting, street lights, commercial and municipal outdoor lighting installation, and related efforts of other communities across the country. Based on their findings OLAC drafted outdoor lighting regulations for commercial properties. The regulations were presented at the 2004 Annual Town Meeting and adopted as a component of the Acton Zoning Bylaw.

Subsequently, the Board of Selectmen renamed OLAC to the Outdoor Lighting Education Committee (OLEC). OLEC continues to reach out to various constituencies in Acton to raise awareness of outdoor light pollution, and organize star watching parties for Acton citizens and school children. The Committee usually meets the first Tuesday of every month in Town Hall.

OLEC members are:
 Bernard Kosicki, Chairman
 Martin Graetz, Member
 Gary Green, Member
 Steven J. Feinstein, Member
 Hartley E. Millett, Planning Board

Special Projects

Bicycle Lockers

Maura Haberman oversees the bicycle locker rentals at the South Acton train station. She reported that out of 21 rentals in 2004, 14 bike lockers were rented full time all year round and 7 lockers were rented for varying number of months by 5 different individuals. In 2004, the State provided \$32,450 in Federal Transportation Demand Management Program funds to expand

the bike locker facility. The project was managed by the Planning Department, the Engineering Department designed the expansion area, and the Highway Department installed the new lockers. Twenty new bike lockers were successfully installed for a total of 40 bike lockers at the train station. The new installation also includes additional bicycle parking racks.

Assabet River Rail Trail

The Assabet River Rail Trail (ARRT) is a 12.5 mile bicycle and pedestrian trail under development from Marlborough Center through Hudson, Stow, and Maynard to the South Acton train station. Negotiations with the two landowners, the MBTA, and one private owner, are still ongoing but a successful conclusion is in sight. This past year, the Town received Community Preservation Act monies for the design and construction of ARRT. The funding is for Acton's local share and will leverage over \$1 million in Federal Funds for design and construction. ARRT, Inc. (www.arrtinc.org) is a regional non-profit group that supports and advocates for the trail.

To Live In Acton

In 2004, the Town received a grant through the State's Executive Order 418 for planning services to study housing and economic development in Acton. The effort was managed by the Planning Department. The Town chose Community Opportunities Group, Inc. to conduct the study. The consultant organized various meetings with Town boards and committees, Town staff, developers, and citizens to discuss housing and economic development issues. In June 2004, the consultant presented the To Live In Acton report. The primary focus of the report is on methods and ways to increase Acton's affordable housing.

Respectfully submitted,

Roland Bartl, AICP
Town Planner

RECREATION DEPARTMENT

Municipal recreation in Acton was re-established in 1998, when NARA Park was brought online. During our first year of operation we offered nine classes and provided recreational opportunities for approximately 150 people. In 2004 we offered 84 classes in addition to running the NARA Youth and Mighty Mini Summer programs (150 children per week), the NARA Beach (over 350 memberships), offered a summer concert series consisting of nine dates, running the July 4th celebration, Acton Day, Winterfest, a Halloween party and Egg Hunt. Between 1998 and 2004 we have completed major field improvements on Veteran's Field, NARA, Elm St., Jones and Hart/ MacPherson fields, started constructing the T. J. O'Grady Skate Park, finished preliminary work on ten additional acres of field space at School St., conducted a feasibility study for the Bruce Freeman Rail Trail and began the master plan process on the Morrison Farm.

Municipal budget constraints in 2004 focused greater attention on seeking new revenue sources through grant opportunities and corporate donations. We are actively pursuing the Baseball Tomorrow Grant Fund, to provide a funding source for the future field development at the School Street Fields. In addition we have worked closely with larger businesses in town in preparing bigger and better special events (like Acton Day and Winterfest) with little to no cost to the participants. Of particular note was the donation by Donelan's Supermarkets which provided a wonderful \$12,000 fireworks display at NARA Park on July 4th.

The T. J. O'Grady Skate Park will finally become a reality in 2005. In honor of the hard work and dedication to the construction of this skate park the Recreation Commission will honor the T. J. O'Grady Memorial Skate Park Committee as the 2004 Recreation Volunteer of the year during Winterfest on January 22, 2005. This group of teenagers along with their parents have worked tirelessly over the past five years to make this skate park a reality for the residents of Acton and surrounding communities.

The Acton Recreation Department and Recreation Commission look forward to completing some outstanding projects and to constructing new active recreation field space in 2005. Active recreation in Acton is growing at an amazing rate. We have only begun to address the ever expanding field shortage crisis and hope to offer some viable assistance in this area in the next few years. The Acton Recreation Commission has been working diligently to develop a comprehensive recreation master plan and hopes to complete this valuable document in early 2005.

Finally, a big word of thanks to all the 250+ volunteers that have given of their time this year to assist us at a special event, taught a class, or brought us new ideas. Without volunteers this recreation department would not function as smoothly as it currently does.

Thank you also to the Acton Recreation Commission for their continued enthusiasm and dedication to providing better recreational opportunities to the residents of Acton. Additional thanks go out to the youth sport programs that have dedicated labor and money to improve all fields in town, with minimal cost to the Acton taxpayers. Finally, thank you to the Acton Highway, Municipal Properties and Natural Resources crew for their continued support of the Acton Recreation Department.

2005 will prove to be a dynamic and multi-faceted year for the Acton Recreation Department with opportunities abound for Acton residents.

Acton Recreation Commission
Ron Schlegel, Chairman
Bob Cadogan, Vice Chairman
Alison Gallagher, Member
Matt Lundberg, Member
Sasha O'Connell, Member
Michele Zaremba, Member
Thomas Tidman, Natural
Resources Director
Nancy McShea, Recreation Director
Maura Haberman, Recreation Secretary



Wintertime Activities at NARA Park

TAXATION AID COMMITTEE

The Senior and Disabled Tax Aid Committee (STAC) solicited funds to the voluntary tax relief fund that the town established several years ago. This fund is designed to assist seniors and the disabled in need of property tax relief. Last year, the fund received \$9,000 in contributions from citizens in the town. STAC also reviewed the applications from 23 individuals, many of whom qualified for other forms of relief including Clause 18 abatements. These reviews are performed by the Committee in private and complete confidence is maintained. The Committee disbursed the entire amount of available funds to various needy individuals. Currently the Committee is working to again replenish the fund so that monies will be available again this year.

In addition, other forms of tax relief are available for seniors and veterans. For example, the work program continues to attract a full complement of volunteers who donate their time in jobs for the Police Department, various Departments in Town Hall and the Memorial Library. The Assessors provide outreach to seniors and others to inform them of various programs available under the law that provides some property tax relief. The town has enacted all available legislation that provides tax relief to seniors and this Committee continues to work to lobby for additional assistance from the state.

James Kotanchik
Peter Ashton
Carol Mahoney
Nancy Gerhardt
John Murray
Brian McMullen, staff

PUBLIC CEREMONIES AND CELEBRATIONS

The Year 2004 was another interesting year for the Celebrations Committee. I would like to thank two special people for their time and patience - Christine Joyce and Donna Rochette. For without their help, it would have been very hard to learn the ropes of the Public Celebrations and Ceremonies. On Patriots Day, Citizens followed the Minutemen as they retraced the Isaac Davis Trail to the North Bridge to Concord.

The Memorial Day Parade was successful again this year with bands from the schools, Minutemen, Fire Department Color Guard, Girl Scouts, Boy Scouts, Little Leaguers and Veterans marching in the parade. Lt. Col. Michael Farquhar, USAR Retired, was the Grand Marshal and a large crowd joined in the observance at the end of the parade in West Acton.

Veterans Day was observed at the Town Monument in Acton Center with Chief Warrant Officer 4, Army Retired Joseph F. McBreen as the speaker. The Acton Minutemen presented the history of the flag at this ceremony. All of these events were successful due to the efforts of individual volunteers and civic minded groups that pitched in to help us commemorate the history of our country. The Acton Minutemen continue to take the lead in participating in our celebrations along with the members of the Acton Emergency Management Agency. Both of these groups deserve a big Thank You from the Town for all their contributions.

The Celebrations and Ceremonies Committee needs your help in planning and producing these important celebrations. Please join the Celebrations and Ceremonies Committee and add your talents to our celebrations.

Gail Sawyer
Chairperson



Up To Bat During The Start Smart Baseball Class

THE LOWELL REGIONAL TRANSIT AUTHORITY

The Lowell Regional Transit Authority (LRTA) is one of fifteen regional transit authorities established by the Commonwealth of Massachusetts in 1974 dedicated to the mission of increasing the use of mass transit on a regional basis. Headquartered at the Charles A. Gallagher Intermodal Transportation Center in Lowell, the LRTA provided nearly 1.7 million passenger trips on their fixed route bus service in nine cities and towns in fiscal year 2004. Additionally, the mobility of elderly and disabled citizens is enhanced through the Council on Aging and the LRTA Road Runner program providing approximately 6500 passenger trips in fiscal year 2004. The LRTA serves an area of over 300,000 residents with an operating budget of more than \$6 million annually.

Working with the Acton Council on Aging (COA), the LRTA provides both Road Runner and Council on Aging van service. Town residents aged 60 years and older or those who are disabled may avail themselves of van services that run five days per week. The LRTA provides curb-to-curb transportation service in Acton and surrounding towns on a 24-hour advance registration basis. All vehicles are fully accessible and wheelchair lift-equipped.

Many trip purposes can be accommodated: shopping, medical appointments, visits to the CES Day Care Center, Senior Center activities, social and recreational. The fare schedule is \$1.00 one-way within town, and \$1.50 one-way to Concord and Maynard. Road Runner service may be arranged by calling 1-800-589-5782 or 978-459-0152 and Acton COA Van information is available at 264-9651.

The combined rider-ship in Fiscal Year 2004 was 6500 passengers. Road Runner provided 1,663 trips, while the COA Van accomplished 4,837 trips during FY 2004. Since February 1994, the Acton COA, through the LRTA, has had the use of a 16 passenger, air-conditioned, lift-equipped 1994 Ford EMC van. In 2004, the LRTA provided an 11 passenger 2001 Dodge Maxivan as a replacement for the aging 1999 vehicle. The new Dodge Maxivan does not require a commercial drivers license and is therefore, more easily staffed. The LRTA Road Runner operates an 11 passenger 2003 Dodge Maxivan within the Town of Acton. New vehicles are acquired through the Commonwealth's Mobility Assistance Program, which provides 80% of the cost of the new vehicle, while the Federal Transit Administration provides the remaining 20% matching share.

Respectfully submitted

Don Herskovitz
LRTA Advisory Board

PUBLIC WORKS AND ENVIRONMENT

BOARD OF APPEALS

The Board heard requests for five Variances of which two were denied and three granted. There were three Special permit requests with all three granted. Of the four requests for Petition for Review the Board upheld the Building Commissioner on one, two were withdrawn and the fourth one was partially upheld and partially denied. There were two requests for Comprehensive Permits, one was granted and the other one has not been finalized yet. There was one request for a Flood Plain Special Permit that was withdrawn.

BUILDING DEPARTMENT

New single family dwelling permits increased slightly. Permits for residential additions and alterations have also increased. There were forty-seven new sign licenses, six sign renewals and fifteen special event sign licenses for businesses issued in 2004. As part of the Board of Selectmen's policy forty-nine banner permits for non-profit organizations were issued. During mid-year and due to budget decreases, sign enforcement staff was eliminated.

The Building Department has provided secretary support for the Zoning Board of Appeals since approximately 1989. With the Building and ZBA considered together there has been an 11.8% decrease in staffing while the total amount of permits issued has increased from 1200 in 1986 to just under 1800 in 2004.

The figures for the year ending December 31, 2004 are as follows:

New Residential	36	\$8,468,500
Residential Additions & Alterations	493	\$15,265,055
New Commercial	5	\$1,840,000
Commercial Alterations	67	\$3,164,488
Demolitions	13	\$95,800
Total	614	\$28,833,843

CEMETERY COMMISSION

On the second Wednesday of each month, the Commissioners meet at 2:00 p.m. in the Kennedy Service Building, located on the grounds of Woodlawn Cemetery, which is also where the cemetery office is located. Office hours are 9:00 a.m. - 3:30 p.m., Monday through Friday. We are here to serve you and welcome your inquiries and/ or comments either through a visit to the office or a phone call to: 978 - 264 - 9644.

The Cemetery Commission is responsible for expenditures from the various cemetery trust funds, and oversees the operation and care of the three Town-owned cemeteries: Woodlawn, Concord Rd., Action Center, est. 1738; Forest, Carlisle Rd., North Action, est. 1750; and Mount Hope, Central St., West Acton, est. 1848.

The duties of the personnel of the Department of Natural Resources, Cemeteries, and Recreation include maintaining over 43 developed acres in the cemeteries, routine maintenance and major projects on over 1,500 acres of Conservation properties, as well as routine maintenance and major projects on the 64 acres of recreation areas. At the cemeteries, the maintenance crew constructs all monument foundations, sets flush markers, prepares and plants endowed flower beds, plants, trees and shrubs, prepares for and assists at interments, and maintains their equipment on a year-round basis. Prior to Memorial Day, a potted geranium and an American flag, both supplied by the Public Ceremonies and Celebrations Committee, are placed at the grave of every known veteran. In addition, the Crew Chief and Secretary assist in the selection and purchase of lots, assist Funeral Directors, help visitors locate gravesites, and answer inquiries about rules and regulations. They also schedule memorial/ funeral services and wedding rehearsals/ ceremonies at the Woodlawn Memorial Chapel, maintain the lot and interment records, and do their own billing and receiving.

Woodlawn Memorial Chapel

The Chapel was used for three funeral or memorial services and four wedding ceremonies and their related rehearsals. This beautiful Chapel was constructed in 1937. The Chapel and the land upon which it is located, were given to the Town of Acton by Georgia Etta Whitney and her sister, Sarah A. Watson. Please accept our invitation to view the interior, by calling: 978-264-9644 to arrange a time.

The Cemeteries

As of this report, the Town has been unable to find an affordable alternative for our much needed storage facility.

In the calendar year 2004, we made sixty-five interments. Of these, thirteen were United States veterans and thirty-two were non-residents.

After cleaning up debris shed by the trees during winter and spring storms, and clearing the roadways of the winter's accumulation of sand, the crew proceeded with Memorial Day preparations. Fertilizer and lime were applied and areas were over seeded as needed at both Woodlawn and Mount Hope cemeteries. We are attributing the minimal turf damage caused by the European Chafer grub this year to the prolonged rainy season. It was certainly a relief to see our cemeteries so green again.

With materials supplied by the Recreation Department, the maintenance crew again constructed the two very popular skating rinks on the Woodlawn Cemetery field on Concord Road. In order to obtain ice of a thickness that will support skaters, the plastic liners can not be laid nor the rinks filled, until the ground beneath freezes solidly. While waiting for the water to freeze sufficiently, we post the "no skating" signs. During this period we ask that dogs be kept from walking through the water and that people not test the ice by poking their hockey sticks or skate blades through it, as these are the two activities that cause the most damage to the plastic liners.

In calendar year 2004, the sum of \$87,442.20 was paid to the Town Treasurer to be deposited as follows:

General Fund	\$30,991.20
Cemetery Land Fund	10,025.00
Perpetual Care Fund	46,426.00

Once again, we would like to thank the members of the team that works so diligently to keep your cemeteries in the best possible condition: Tom Tidman, Director of Natural Resources, Cemeteries and Recreation; David Lee, Crew Chief; Nancy Howell, Secretary; Maintenance Men Shawn O'Malley, Michael Jackson, Tom Bailey and Jason Carroll; seasonal workers Brian Crowley, Michael Lesanto, Martin Meterko and Andrew Zubatkin. Their tireless efforts are reflected in the appearance of the cemeteries, recreation areas and conservation areas. We also wish to acknowledge assistance received from the Highway Department, the Department of Municipal Properties, and the Acton Water District.

Charles H. Smith, Chairman
Leslie H. Gerhardt, Secretary
Brewster Conant, Member

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) is responsible for the administration of the Community Preservation Fund, the selection and recommendation to Town Meeting of projects for funding, and the monitoring of the progress of funded community preservation projects. By statute, Community Preservation Act funds may be allocated to those projects that support the preservation and/or enhancement of open space, historic resources, community housing, and land for recreational use.

The CPC enjoyed great success in 2004, its first full year of operation. With Article 18 on the April 2004 Annual Town Meeting warrant, the Committee recommended ten projects totaling \$630,685, a \$200,000 set-aside for future open space preservation, and funds to cover administrative costs. Citizens at Town Meeting voted overwhelmingly in favor of the full article. Several of the approved projects, such as the restoration of the Town Monument, have already been completed, while others are ongoing.

As of June 30, 2004, the Town raised \$539,863 from the local CPA surcharge for FY 04 and in October 2004 received \$534,467 in State matching funds. Together with \$4,155 interest earned in FY 04, and \$70,972.71 that remained unallocated from the previous year, Acton's total FY 05 Community Preservation Fund balance is \$1,149,457.71

In October, the Committee published its 2005 Community Preservation Plan with updated guidelines and information for applicants seeking community preservation funds. In November, the Committee began deliberations on twelve submissions for funding, plus an open space set-aside. The CPC has reviewed all proposals, solicited legal opinion as to the eligibility of each of the projects, interviewed the respective proponents, solicited input from Town Boards, including the Selectmen and Finance Committee, and sought and received public input. The Committee's FY 05 recommendations are being presented for action by all citizens at the April 2005 Town Meeting.

The Community Preservation Committee generally meets every 2nd and 4th Thursday of the month in the Acton Memorial Library meeting room. All CPC meetings are open and the Committee welcomes public participation throughout the process. Citizens may email the Committee at cpc@acton-ma.gov or contact the Town Planning office at (978) 264-9636 with questions, comments, and feedback. For additional information and to view the current Community Preservation proposals, citizens may visit the Community Preservation page on the Town website at www.acton-ma.gov.

2004 CPC Members:

Peter Berry, at-large, Chairman
Catherine Coleman, at-large, Vice Chairman
Robert Coan, Peter Grover (former), Historical Commission representative
Walter Foster, Board of Selectmen representative
Matt Lundberg, Alison Gallagher (former), Recreation Commission representative
Susan Mitchell-Hardt, at-large
Andrew Magee, Conservation Commission representative
Stacy Rogers, Christopher Schaffner (former), Planning Board representative
Ken Sghia-Hughes, Erin Bettez (former), Acton Housing Authority representative
Nancy Tavernier, Associate
Vacant, Mimi Herington (former), Associate
Roland Bartl, Town Planner, staff support

ENGINEERING DEPARTMENT

On February 25, 2005 David Abbt will be retiring after 40 years of service to the Town. Fortunately for us, he will be available on a consulting basis to provide professional land surveying services to the Department. Maura Haberman has recently accepted a position with the Recreation Department. We are in the process of finding her replacement.

Services

The Engineering Department provides the Town's various departments and committees with civil engineering and land surveying services. During 2004, the Engineering Department worked on the following:

Public Works Projects

- Large culvert construction management - School Street at Laws Brook Road
- Sewer line design and construction management - Independence Road
- Site design and bid package preparation - T. J. O'Grady Skate Park
- Survey, design and construction management - new athletic fields on School Street
- Survey, design and construction management - drainage for athletic fields at NARA
- Survey and preliminary design studies - Commuter Parking Facility
- Survey and design - new sidewalks for Parker Street
- Survey, design and construction management - new bike lockers at the South Acton Commuter Parking Lot

- Design and supervise intersection improvements at the following roads - Agawam/ Quaboag, Mohawk/ Seneca, Taylor/ Coughlin and Arlington/ Homestead
- Wetlands Bylaw filings - Highway Department drainage repair projects on Main Street and Pope Road and the annual road repaving project
- Street layout plan - north side of Elm Street at the intersection with Central Street
- Crosswalk design - Central Street at the Jenks conservation land parking area
- Traffic counts using the Department's electronic counters/ classifiers - six active railroad crossings, within Indian Village, and on Central Street at the Jenks conservation land parking area
- Establish property lines for the Natural Resources Department - the Arboretum and the conservation land between Captain Handley Road and Alexandra Way
- Survey and prepare existing conditions plan - the West Acton and Acton Center Fire Station properties for the Municipal Properties Department

Special Studies

- In conjunction with the Police Department, prepared a five-year Sidewalk Construction Capital Plan for review and approval by the Board of Selectmen
- Prepared cost analysis and agreements for private way plowing
- Prepared the application to the Federal Railroad Administration for the continuation of the Town's Pre-Rule Quiet Zone (train whistle ban at railroad crossings)
- Assisted the Life After NESWC Committee in the preparation of Requests for Proposals to determine the best method of handling solid wastes in the future
- Worked with the Health Department in preparing Request for Proposals, analyzing the proposals received, and in selecting the contractor for the operation and maintenance of the wastewater treatment system

New Development Work

The Engineering Department reviews plans and engineering calculations submitted for approval to various Town Boards. During 2004, the department reviewed:

- Seven new site plans for the Board of Selectmen
- Three comprehensive permits for the Zoning Board of Appeals
- Three new subdivisions for the Planning Board.

The department inspected construction on 12 new roads to ensure compliance with plans and specifications and also prepared road bond calculations for six of these roads.

Ongoing Duties

- Prepare amendments to the Traffic Rules and Orders
- Prepare maps and graphics for other Departments
- Prepare street acceptance articles for Town Meeting
- Maintain and update the Town atlas and other maps
- Maintain and repair the Town's four traffic signals
- Maintain, repair and collect the money from the Commuter Parking Lot meters
- Collect groundwater samples at the landfill
- Issue and inspect street curb cut permits (67 total permits this year)
- Review building permits (617 total permits this year)
- Review sewage disposal permits (149 total permits this year)
- Review "Approval Not Required" plans (13 new ANR plans this year)
- Layout "No Campaigning" setbacks from voting polls

Resident Services

In conjunction with the Planning Department, the Engineering Department attempts to answer questions concerning flood plains, zoning, traffic signs, impacts of new development, property lines and a myriad of other topics. This department maintains files of deeds and property line plans and makes copies for a nominal fee. This service is generally on a walk in basis, however making an appointment will assure the correct person will be available to answer your questions.

Staff

Town Engineer/ Director of Public Works Bruce M. Stamski, P.E.

Engineering Administrator David F. Abbt, P.L.S.
Engineering Assistant III Corey S. York, E.I.T., S.I.T.
Secretary (shared with Planning Dept.)
Maura Haberman

Bruce M. Stamski, P.E.
Town Engineer/ Director of Public Works

HIGHWAY DEPARTMENT

The Highway Department has undergone some major changes this year. In January, Elaine Lawson, highway secretary for nearly twenty-five years left the department to join the staff of the Acton Water District. I want to thank Elaine for the years of dedicated service to the town and wish her the best in the future.

In March Bruce Stamski was hired as Public Works Director. Bruce has been working closely with the Highway Department designing and overseeing many of the department projects. Most recently, he has been reviewing the status of the Town's transfer station and what is in store regarding the future of refuse disposal for the Town.

Snow

Below average snowfall in our area limited the number of times the crews were called upon to plow. Due to the infrequency of major snowstorms, the department was able to catch up on some much-needed maintenance of their snow removal equipment. Plows were sanded, primed and painted and trucks were cleaned as time permitted. Time also allowed the work crew to perform some cosmetic repairs within the Highway Department facility.

Sanding of roads was more common due to the cold temperatures during January and February. Melting periods during the day were followed by icing of road surfaces within hours. Salt and sand supplies had to be replenished many times over the course of the winter. As always, sand and salt are available at the Highway Department for Acton residents. Please exercise caution while entering and exiting the area as vehicles and equipment are prevalent.

Roads

In March, the weather allowed the crews to begin sweeping sidewalks and as April approached sweeping of all town roads commenced. We divide Acton into six sections for sweeping purposes and rotate the schedule annually. Sweeping the roads takes approximately three months. Street signs were repaired and replaced as needed. Drainage structures were repaired and are being cleaned as time allows. Line painting of roads and parking lots was done during the summer.

I am pleased to report that the last roads within the sewer district were finally milled, leveled and resurfaced during the summer. Faulkner Hill Road was reclaimed during the month of August. The process included pulverization and grading of the old road surface, adjusting all drainage structures and a complete resurfacing of the roadway. Berms were installed to prevent erosion of the road shoulders and landscaping completed the project. So far, I am very pleased with the results of this project.

Drainage

Drainage repairs were performed in several areas of town. Subdrain was installed on Hillcrest Drive, Giaconda Avenue and Faulkner Hill Road in conjunction with resurfacing. A short section subdrain was installed on Ladyslipper Lane to prevent an icing problem and several hundred feet was installed at the ballfield at NARA to eliminate a water problem. A steel culvert that was failing on Pope Road was replaced with a reinforced concrete pipe and the headwalls were rebuilt. The major drainage project of the year was the replacement of an aging, substandard culvert under School Street at Cole's brook. A concrete box culvert and catch basins were installed. Granite and concrete headwalls were built along with new guardrails and berms with room for sidewalk expansion in the future. The complete section of roadway will be resurfaced in the spring.

Sidewalks

Throughout Town, many sidewalks were widened and resurfaced. The department renewed the sidewalk on Silver Hill Road in conjunction with the resurfacing project and repaired a section of concrete walkway in Acton Center.

Special Projects

Concrete aprons were formed and poured at the commuter parking lot for the installation of additional bike lockers and bike racks. Guardrail was installed for safety in front of the lockers and brickwork was done on the island where the bike racks were installed. I would like to thank David Abbt and Corey York from the Engineering Department for their help with the assembly and placement of the lockers.

The department formed and poured another concrete apron at the West Acton fire station to support an emergency generator. Slope work was done at the public safety facility and loam and seed was applied. Topsoil and stumps were removed from the site of the future skate park on Hayward Road and the roadway and parking area are being leveled for access to the area.

Several intersections have been reconfigured and stop signs have been installed in approximately two dozen new locations.

Transfer Station

The Town continues to transport approximately 9,500 tons of refuse to North Andover annually. The department continues to accept leaves and Christmas trees for recycling along with many other items at the recycling center. Handouts are available at the transfer station gatehouse that will answer your refuse and recycling questions. The hours of operation and additional information are available on the Town's web site. We urge all residents to recycle.

Recognition

In closing I wish to thank my secretary, Karen Switzer-Neff former secretary to the Planning Dept. who transferred to the Highway Department in February. Karen has become an invaluable asset to the department. I am grateful to all involved in the transition period between the former and the present secretary. A special thank you to David Schmidt of the Finance Department for the hours of assistance and his devotion to making the transition a smooth one.

I would also like to thank all of the other departments for their assistance and cooperation during the year.

As always, I want to thank my assistant Russell Robinson for his dedication and hard work throughout the year. Reductions in personnel have made his daily scheduling of work challenging, to say the least. I commend him for a job well done.

I want to thank the employees of the Highway Department for the many projects undertaken and completed throughout the year. Well done all.

Highway Department Staff

Karen Switzer-Neff, Secretary
Russell Robinson, Assistant Superintendent
Richard Waite, Crew Leader - Highway
Don Hawe, Heavy Equipment Operator
Kevin Farrell, Heavy Equipment Operator
Kevin Baker, Light Equipment Operator
Carl Maria, Light Equipment Operator
Jon Bailey, Truck Driver / Skilled Laborer
Mark Frederick, Truck Driver / Skilled Laborer
Jim Fitzpatrick, Truck Driver / Skilled Laborer
Ken Lane, Crew Leader - Transfer Station
Craig Kellogg, Heavy Equipment Operator - Transfer Station
Robert Mallard, Landfill Checker - Transfer Station
Charles Willett, Lead Mechanic
Sam Bell, Equipment Repair Person
William Wilkie, Equipment Maintenance Person
David J. Brown, Highway Superintendent

LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee is a volunteer sub-committee of Acton's Conservation Commission responsible for the care of over 1650 acres of Acton's conservation lands. Most of our work is maintaining the conservation lands: brushing out the trails, removing blowdowns, mowing meadows, installing and repairing bridges and walkways, supplying maps to kiosk map boxes, removing trash and cleaning up vandalism.

One new conservation area was added this year: a canoe launch on the Assabet River, off route 62. We took on some new work at the Acton Arboretum: blazing the current trails, and extending an access trail from Wood Lane to Concord Road. We installed two informational panels near Wills Hole bog, based on research done by 5th grade students at the Merriam Elementary School. The cost was offset with a generous grant from Tufts University. We dealt with encroaching beaver-dam water levels by rerouting a couple of trails, and by installing some water-level control devices ('beaver-deceivers').

We added a short new trail to highlight some interesting stone piles in the Spring Hill area, and started a collaboration with the New England Antiquities Research Association to restore an old stone chamber in the Nashoba Brook area.

We worked with volunteers from the Acton/Boxborough Junior High and High School on a number of projects, including a major restoration of an invasive-plant-filled meadow in the Nagog Pond area. We continued our program of documenting vernal pools on conservation lands.

Outside of the woods, we continued our outreach and education efforts by sponsoring a well-attended talk on blue-birds, by meeting with representatives of neighboring towns to explore possible inter-town trail connections, and by providing representatives for the Morrison Master Plan Steering Committee and the Sculpture Park Proposal Advisory Committee. We also sold most of the rest of our new full-color guidebooks (available for \$10 at the Natural resources Department at Town Hall) and are preparing for a reprinting.

To learn more about the LSCom or to volunteer on our trail projects, visit our website at <http://www.acton-ma.gov/LSCOM/> or email us at lsc@acton-ma.gov

Land Stewards:

Charlie Carlson, David Cochrane, Andy Gatesman, Bob Guba, Maura Herlihy, Gigi Hopkins, Philip Keyes, Peggy Liversidge, Linda McElroy, Nan Millet, Cyril Murphy, Rich Rhode, Ann Shubert, Jim Snyder-Grant, Laurie Ullman, Paul Wasserboehr,

MUNICIPAL PROPERTIES

The Municipal Properties Department discharges the following duties:

1. Design, construction, maintenance, utilities, and management of all Town buildings, except those controlled by the School Department.
2. Development and maintenance of the Town Common, roadsides, and landscaped areas.
3. Management of street trees as provided in MGL Chapter 87, and management of Public Nuisances related to shade trees, as provided in MGL Chapter 132.
4. Technical expertise as needed for site plan and subdivision reviews and inspections.
5. Assistance to other departments as needed in the areas of purchasing, land management and construction.

Vegetation Management

This year two hundred and eighteen dead or dangerous street trees were removed. Sixty street trees were pruned to reduce hazards, and one hundred and eighty tree stumps that presented traffic hazards were ground out below grade. Six hazardous trees from Conservation Land were removed at the request of the Natural Resources Director.

One hundred seedlings were planted in a nursery bed at the Acton Arboretum for eventual replanting in public areas around town. Twenty-five hybrid Lilacs were obtained and planted at the Arboretum. The Department planted one replacement London Plane on Arlington Street, three Japanese Tree Lilac at the commuter parking facility, and six Spruce as a buffer planting at one of the sewer pump stations. Department staff installed plantings donated by the Acton Garden Club at the Memorial Library.

Approximately sixty miles of road shoulder were mowed with the side arm mower or brush hog, and twelve areas were cut back with chain saws. All intersections and sidewalks were checked and trimmed back as needed to alleviate traffic hazards. Poison Ivy growing along the Rights of Way in numerous locations was sprayed with a selective herbicide.

The Department responded to storm related tree damage calls on eleven dates; in many instances this involved multiple trees.

NSTAR Electric contracted with Aslundh Tree Experts to perform line trimming on one electric circuit in South Acton. NSTAR also presented the Town of Acton with a certificate for \$1,000 in trees and shrubs, to be planted at the Public Safety Building.

The major cause of street tree death in Acton continues to be Ash Decline; believed to be caused by a mycoplasma like organism, or M.L.O., which is believed to be transmitted by a leafhopper. The disease is always fatal within one or two years when it infects drought stressed ash trees.

In addition to the high mortality rate of White Ash trees, there are two other areas of concern. The confirmed presence of the Hemlock Woolly Adelgid here in Acton is a concern for home landscapes and conservation areas. This is an invasive alien insect, introduced into North America from Asia. This sucking insect infests Canadian Hemlock (*Tsuga canadensis*), and almost always leads to the death of the tree within three to five years, if left untreated. The second major concern is the Asian Longhorned Beetle, which can cause extensive heartwood damage and structural failure of hardwood species. This insect originates in China, and has been accidentally imported in wood dunnage such as freight pallets. As of this point the insect has not been identified in Massachusetts, but the potential for widespread damage exists since we are located close to a port city and have extensive hardwood forests.

All subdivisions, cluster developments, and commercial site plans were reviewed for compliance with local landscaping standards.

Facilities Projects

Construction of the new Public Safety Facility, designed by Jacunski Humes Architects LLC, and under contract with Baybutt Construction Managers, Inc., is proceeding on budget and on schedule. Occupancy of the dispatch portion of the building is expected in March of 2005, and the entire facility is expected to be completed by late spring. Site landscaping by the Highway and Municipal Properties Departments has begun. Due to the energy efficient design developed by the Jacunski Humes Architects, LLC and Ganteaume and McMullen, Inc., NSTAR Electric has awarded the town \$16,950 in energy incentive funds, which will be applied to the project. A number of citizens and businesses have fully funded a helicopter landing pad to be constructed at the rear of the site, to be used for emergency operations. The Director is acting as Project Manager for this facility, assisted by Gary Jarowski and Laurie Livoli acting as Clerks.

There were a number of repairs and upgrades in our public buildings in 2004.

Community Preservation Act funding was approved at Town Meeting to restore the Isaac Davis Monument. Construction specifications were completed by Turk, Tracey, & Larry Architects, LLC, the project was put out to bid, and the contract was awarded to Thompson Waterproofing, Inc. Work, involving cleaning and pointing of masonry, was completed in the fall, with landscaping performed by town staff.

The Department undertook substantial energy efficiency upgrades in the Town Hall, Public Works Facility, Senior Center, West Acton Library, Woodlawn Service Building, and all three Fire Stations, utilizing a program set up by NSTAR Electric. The value of the upgrades was \$36,569, of which Acton's portion was \$7,314. The lighting levels of the buildings were improved, and the projected energy savings are 57,711 KWH per year.

Traffic bollards at the main entrances of the Town Hall and the Memorial Library were installed by the Highway Department to prevent accidental or deliberate ramming of the doors.

Ganteaume and McMullen, Inc., prepared mechanical, electrical, and plumbing condition reports and cost estimates for all three Fire Stations. These reports will be used for long term budget purposes. Extensive renovations of the existing buildings will be performed after the long awaited North Acton Fire Station is funded, designed, and constructed.

Turk, Tracey, & Larry, LLC, conducted a survey of the condition of the Town Hall slate roof, which is original to the 1864 portion of the building. An application for Community Preservation Act funding to replace the roof was prepared and submitted, and hopefully funding will be approved at the 2005 Annual Town Meeting.

Littleton Electric Light Department continues to serve as the town's vendor for streetlight repairs, and the contract was renewed for another five years. Streetlight outages and requests for new lights should be submitted to the Municipal Properties Department.

The Towne Building was completely winterized, as it now appears that state procurement issues will delay the conversion of that building to affordable housing for the foreseeable future.

New flooring was installed in portions of the Public Works Building. This building is now over thirty years old, and a number of upgrades still need to be performed to keep it adequate and functioning.

The Highway Department installed a ramp to the front entrance of the Food Pantry at the Windsor Building, and prepared a concrete pad to receive the surplus generator from the Police Station.

Despite the list of repairs noted above, the budget cutbacks have created some serious long term maintenance issues. Day to day custodial care of our facilities has suffered due to the loss of one quarter of the Building Maintenance crew due to a layoff in 2003. A number of capital projects, such as painting of Town Hall, have been delayed repeatedly, which will accelerate the deterioration of the building. The shutdown of the capital plan also impacts vehicle replacement, which will result in an unreliable fleet, longer response times in storms, and eventually a major purchase of many units at once.

All members of the Department received additional training as needed to maintain licenses and certifications. For example, all employees who apply pesticides attended training workshops sponsored by the University of Massachusetts. The Director served as immediate Past President of the New England Chapter, International Society of Arboriculture.

In closing, I would like to thank the various civic organizations, volunteers, and Town departments who have assisted this Department in the past year. As always, a great deal of credit should be given to the hard work and dedication shown by the Municipal Properties staff:

Andrea MacKenzie, Secretary
Malcolm MacGregor, Grounds Crew Leader
Dayle MacGillivray, Building Maintenance Crew Leader
David Walsh, Groundskeeper
Brian Kissane, Groundskeeper
James Howells, Building Maintenance
Steve Gray, Building Maintenance
David Porter, Seasonal

Dean A. Charter
Municipal Properties Director
& Tree Warden

NATURAL RESOURCES

The three divisions of the Natural Resources Department were hard at work this past year maintaining the Arboretum, our three cemeteries, recreation fields, NARA and working along side our Land Stewardship Committee to take care of Acton's 1,600 acres of conservation land. As always our maintenance crew did a wonderful job keeping up appearances on all of our properties, nevertheless our crew of four could not do this work alone, much thanks goes out to the Friends of the Acton Arboretum and of course our Land Stewards.

Residential development in Acton continues to move along at a steady pace, keeping our dedicated Conservation Commissioners busy enforcing the Wetlands Protection Act and Bylaw. This past year 53 applications came before the Commission. The Commission bid farewell to two long-time Commissioners, Peter Berry and Barbara Smith. Peter continues to volunteer his time as the Chair of the Community Preservation Committee. Along with all of her many contributions to the Commission, we especially thank Barbara for her hard work helping to prepare the Open Space and Recreation Plan.

The Natural Resources office staff spent time advancing some very interesting projects. Some of the notable, high visibility projects, in the works were the completion of the Bruce N. Freeman Memorial Bike Path Feasibility Study, a successful Community Preservation Act application for the Morrison Farm Study and the development of the bid package for the T. J. O'Grady Skate Park to be constructed in the spring of 2005. In addition to developing grant applications and administering the Wetlands Protection Act, staff leads many conservation land nature walks and spent more than 20 hours teaching in elementary school classrooms.

Two other projects of significance this past year were the successful completion of the Acton Stream Awareness Project; you've all seen the colorful signs up around town identifying Acton's streams. Brochures were also produced designed to heighten everyone's awareness to the importance of protecting our water quality. A second exciting project was the development of a self-guided tour for the Arboretum due to be made available to the public in the spring of 2005. Each of these projects was the result of a cooperative effort between a highly motivated group of volunteers and town staff. Special thanks to Mary Michelman and Dick Hatfield on the Stream Awareness Project and to the dedicated members of the Friends of the Acton Arboretum on the self-guided tour pamphlet.

As always the success stories mentioned above result from the combination of a dedicated staff and wonderful volunteers, thank you to everyone involved. Special thanks to the Land Stewards, Friends of the Acton Arboretum and the Conservation Commission.

Conservation Commission
Jeffrey Rogers, Chair
Terry Maitland, Vice Chair
Andrew Magee, Member
Julia Miles, Member
Michael Eder, Member
Susan Phoenix, Member

COMMUNITY SAFETY

ANIMAL INSPECTOR REPORT

During the past year, 26 animals were quarantined for rabies. The animal quarantines consisted of 13 dog and cat bites where there was human contact. Additionally, 13 domestic animals were quarantined for possible exposure to rabies from wildlife other than domestic animals. All quarantined animals were quarantined for the prescribed period of time necessary to determine the animal is free of the rabies virus.

I inspected five barns in Acton and all were found to be in order. From the barn inspection census, farm animals number 52 horses and one pony.

Respectfully,

Patrick H. Palmer

BOARD OF HEALTH

The Board of Health continued to meet and deal with many significant public health and environmental issues during 2004. Of particular importance to the Board was the successful implementation of several public health programs including: Self-Esteem/ Parenting Course, Hand Washing Awareness, Rabies Awareness, Skin cancer Awareness and the beginning of a Community Health Assessment. Other highpoints were the continued excellent operation of the Middle Fort Pond Brook Sewer Treatment Plant, the continued hearings on W. R. Grace's request for an irrigation well moratorium, the Non-Point Source Pollution Control Devices Program, the Comprehensive Water Resources Management Program, the Stormwater Phase II Program, the Region 4A Bioterrorism implementation, the resumption of participation in the Westford/ Tyngsboro/ Acton Tobacco Alliance in spite of a reduction of staff due to budget shortfalls.

The Health Department successfully implemented a grant from the Leahy Hospital by training town staff to administer seminars for parents who wished instruction on discipline and self esteem issues regarding their children. In the fall one of the trainers working with the Town's consultant conducted the first eight-week training seminar with almost a dozen parents. The seminar was well received by the participants and positive feedback has convinced the department that subsequent seminars were both viable and necessary.

In collaboration with the Memorial Library, the Health Department worked with children groups to provide Hand Washing Awareness and Rabies Awareness. In collaboration with the Recreation Department, the department worked with children and adults to provide Skin Cancer Awareness.

In June of this year the department was successful in obtaining a grant from the Department of Public Health to begin the development of a community Health Assessment. With funds from the grant the department hired Jennifer Atkinson, a graduate student from UMass, to establish the framework for the assessment. Stakeholder groups were identified and contacted. Meetings were held with stakeholders to determine the parameters for an assessment. During 2005 the department will seek additional grants to try to develop the Community Health Assessment further.

The Wastewater Treatment Plant continues to meet or exceed the extremely high treatment levels for subsurface effluent discharge. These treatment levels are a standard far greater than either the permit requirements or the design expectations. The Operation and Management of the Wastewater Treatment Plant was submitted to competitive bidding this summer. The responses to the Request for Proposals were very attractive and beneficial to the Town. After a lengthy period of analysis Woodard & Curran was chosen as the best responder and was awarded the bid. The department looks forward to working with Woodard & Curran through the course of the five year contract.

This summer the department received copies of the Public Health Risk Assessment and the Baseline Ecological Risk Assessment for the W. R. Grace Superfund Site located on Independence Road. The Board of Health hopes to use this information in regards to W. R. Grace's request that the Board place a moratorium on all wells within 500 feet of all identified contaminant plumes from the W. R. Grace property. The Board has placed an administrative hold on all irrigation well permits in September of 2002. Both the Board and Department have commented on these plans and have requested that additional information be provided. However, by this year's end, despite the numerous public hearings, the Board had not yet reached a final decision. The Board anticipates a final resolution to W. R. Grace's request to be in place by late summer of 2005.

The Board of Health's study of Non-Point Source Pollution Control devices, which is part of an EPA grant, is reaching its final stages. Construction work for a vegetated wetland at NARA is scheduled to be completed in 2005. It is anticipated that this will be a valuable test case for wastewater trading programs that are being promoted as a means for communities to meet the requirements of the Phase II NPDES Program.

This year the Town was required to file its first compliance report with EPA for its NPDES (National Pollution Discharge Elimination System) Storm Water Phase II Permit. The department enlisted the assistance of a post-graduate student from Tufts, Nicole Laguerre, to develop a reporting mechanism for the Town.

By year's end she was able to provide a paper on "Developing a Systematic Way to Coordinate Information and Foster Communications in Regards to Storm Water". Her recommendations are anticipated to be implemented during 2005.

The larviciding and stream management program implemented by Central Massachusetts Mosquito Control Project (CMMP) continues to address the health impacts from mosquito population. The West Nile Virus, previously found in other parts of the state, was first identified in Acton birds in 2001. The CMMP conducted stream clearing throughout the Town and began complaint spraying in June. With the experience of the deaths in Massachusetts linked to the West Nile Virus the board intends to remain vigilant on this issue.

For the tenth year, two Hazardous Waste Days were conducted in May and in September. Over 900 residents participated in these two days. The collection of CRTs (Cathode Ray Tubes) as hazardous waste has added significantly to both the amount of waste collected and the time required to collect the waste. However, every resident who arrived during the collection time was able to rid themselves of their household hazardous waste and the wait for service was held to the minimum.

The Health Department sponsored Food Service trainings in conjunction with RJH Consulting Services. This allowed all of the Town's food vendors to receive the mandatory training as required by State Law. The trainings were well attended and all food vendors within Acton have current certifications in great part because of these training sessions.

With the establishment of federal funds to assist regional efforts to respond to Bioterrorism threats, the Health Department became very involved with the planning efforts of Massachusetts Public Health Region 4A. This group of 34 communities bordering the Route 495 corridor developed a plan that provided emergency equipment and communications for every health department. They also began the process of developing a Regional Emergency Response Plan. By year's end MAPC had been contracted to develop a comprehensive plan that would have GIS applications.

This year with the assistance of the Westford/ Tyngsboro/ Acton Alliance, the Health Department successfully received funding from the State to re-start a program of conducting tobacco compliance checks for all stores that sell tobacco products on a quarterly basis. Tina Grosowski will again take on the responsibilities of checking stores for sales of tobacco to underage buyers. The Board will continue to work with the School Department to find better controls in bringing compliance to the no smoking regulations required for activities on school grounds.

Due to budget restrictions the department lost the services of a part-time Sanitarian. This position was responsible for collecting water samples from the Town's streams on a quarterly basis and the Town's monitoring wells on a monthly basis. The workload will be spread among the remaining staff and a reassessment of priorities will be conducted to determine how the public health can best be protected.

At year's end a major issue developed when the flu vaccine providers were unable to deliver the required amount of vaccine to protect the same populations as in past years. Due to this issue, new guidelines were developed by the Federal and State governments restricting access to flu vaccine. The Nursing Service was extremely effective in notifying all residents that were eligible for flu vaccine and by year's end had inoculated all identified at risk populations.

This fall the department submitted a proposal to the Community Preservation Committee for the establishment of a repository for the Archaeological finds at Pine Hawk. The artifacts found at Pine Hawk range from 3,000 to 7,000 years old and consist mostly of projectile points and tools. The department is hopeful that the establishment of a repository would make the artifacts more accessible to the public and help provide the Town with a better understanding of its past.

The Board of Health, in conjunction with the Massachusetts Health Officers Association, sponsored a series of educational seminars about innovative onsite wastewater treatment systems. These seminars included information from companies like BioMicrobics, Siegmund Environmental Services, Clearwater Recovery Systems, Wastewater Technologies, and Waterloo Biofilter Inc. These seminars were well attended by local Board of Health agents from nearby communities, local system installers, and local civil engineers.

In November a member of the Health Department staff, Brent Reagor, presented a paper on the unique method developed by the Department for managing water quality throughout Acton. The paper, entitled "Small-Scale Microwatersheds as a Water Quality Management Tool" was presented at the Water Environment Federation's 77th Annual International Educational Conference and Technical Exposition in New Orleans, LA.

The Board of Health extends its thanks to the following members of other departments who helped in the past year: Tom Tidman, - Natural Resources, Gary Rhodes - Building Department, Bob Craig - Fire Chief, Roland Bartl - Planning Department, Dean Charter - Municipal Properties, Bruce Stamski - Engineering, David Abbt - Engineering, and Nancy McShea - Recreation. They wish Ed Ellis the very best on his well-earned retirement for the Town Clerk and look forward to working with his replacement, Eva Bowen. The Board regrets the departure of Don Lapierre as an Agent due to budget cuts. The Board welcomes back Tina Grosowski as Tobacco Inspec-

tor from the Westford/ Tyngsboro/ Acton Coalition. The Board appreciates the service given by former member Bob Matusow and welcomes Joanne Bissetta on the Board and Pamela Harting-Barrat as an Associate.

William McInnis, Chairman
Mark Conoby, Member
Robert Oliveri, Member
Roxanne Hunt, Member
Pamela Harting-Barrat
Kathy Block, Associate
Rita Dolan, Associate

DOG OFFICER REPORT

During the past year I received 236 calls regarding dog problems throughout Acton.

The majority of these calls were solved over the telephone. Owners claimed all but one dog that was picked up this year. The one unclaimed dog was held for the necessary 10-day period then was brought to The Lowell Humane Shelter after it was determined that their owners could not be found.

Additionally, six dog by-law citations were issued to dog owners who permitted their dogs to roam freely and become a nuisance to others.

Respectfully,

Patrick Palmer

EMERGENCY MANAGEMENT AGENCY

The Acton Emergency Management Agency (AEMA) organization consists of the following: Communications/ R.A.C.E.S. (Ham Radio Operators). Auxiliary Fire Department, Rehab Team, Shelter Management and Explorer Post #7. All the members are expected to take First Aid and CPR so that their training is always up to date. Our members provide First Aid, Communications and logistical support at many of our town's celebrations, including Patriots Day, Memorial Day, Fourth of July, NARA, Octoberfest and other events.

Throughout the year some members of the Agency take courses through the Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA) at no cost to the town.

Our members provide many volunteer hours to the town, not including regular meetings, and training. A special thanks go to these dedicated volunteers who make it possible to provide the various services to the Citizens of Acton. Without their support the Agency would not be able to assist the public when needed.

The Acton Emergency Management Agency maintains two literature racks that display brochures from the Federal Emergency Management Agency and the Massachusetts Emergency Management Agency. These racks are located in the Acton Memorial Library and the Acton Town Hall. Citizens are encouraged to take these free brochures. We would like to thank the Acton Memorial Library and the Acton Municipal Properties for their continued support in this project.

We would like to thank the Acton Fire and Police Departments along with the Acton Nursing Service for their cooperation and continued support. We really appreciate the Acton Highway Department for keeping our vehicles in running condition and Municipal properties for the upkeep of the building.

This year we have been incorporated into the town computer system. Thanks to Mark Hald and Chris Kapusta of the Information Technology Department for all the hard work.

The agency is ready to respond to help make a difference in time of need and are available 24 hours a day. We may be contacted by calling 978-264-9655 and leave a brief message along with your telephone number. A member of the Agency will return the call as soon as possible.

We are always happy to accept applications for more volunteers. Use your skills to help your Community, for more information please call us at your convenience and leave a brief message. We will return your call as soon as possible.

Members of Acton Emergency Management

Aderer, Alex K1E1U - R.A.C.E.S./ Communication
Campbell, Seth E - Member
Chaimers, John J - Member
Constantzos, Hector P - Member
Day, Deborah L - Member
Hilfer, Eric KB1HQN - R.A.C.E.S./ Communications
Ingram, Connie Sue - Shelter Specialist
Ingram, Robert W - Warning Officer
Johnson, Don P - Director
Jones, Ann E - Shelter Specialist
King, Laurie

Landry, Carole L - Secretary
Landry, Charles J - Deputy Director, Shelter Manager
McGovern, John P - KB1HDN R.A.C.E.S./ Communica-

tions

Murray, John E - Director
Northup, Shelley N1VJE - R.A.C.E.S./ Communications

Northup, William N1QPR - R.A.C.E.S./ Communica-
tions
Ouellette, Chris KB11CG - R.A.C.E.S./ Communica-
tions
Reilly, Anne M - Dispatcher
Reilly, Edward F KB11CI - R.A.C.E.S./ Communications,
Transportation/ Equipment Officer
Sawyer, Gail L KB11CF - R.A.C.E.S./ Communications,
Deputy Director/ Explorer Advisor
Simon, Susanne L - EMT/ Member
Telsey, Steven W N1BDA - R.A.C.E.S./ Communica-
tions
Walker, Carlton, Jr. W1OSL - R.A.C.E.S./ Communica-
tions

ACTON AUXILIARY FIRE DEPARTMENT

The Acton Auxiliary Fire Department is a division of the Acton Emergency Management Agency. It is comprised of a group of dedicated volunteers who donate their time and efforts to provide support services to the Town of Acton during times of emergency as well as during day-to-day operations.

The department is on automatic response to all Acton Fire Department box alarms, providing lighting as well as other support services. One of the most important of these services is "rehab" or establishing a rest and rehabilitation area for the personnel at a working fire or similar event. We are equipped with portable generators and lighting as well as other necessary equipment.

We would like to say thank you to all those who have supported and assisted us throughout the year. From the Highway department that has maintained our vehicles, to the Fire and Police departments that requested our assistance, but mostly to the residents of the Town of Acton for allowing us to provide these services.

The Auxiliary Fire Department meets on the 2nd and 4th Mondays of the month at the Emergency Management Building on the corner of Rt. 27 and School St. in South Acton. Department membership is open to all individuals over the age of 18 who live or work within a 10-mile radius of the Emergency Management Building and that have a genuine desire to help others though volunteering.

Respectfully submitted,

Edward F. Reilly,
Captain
Acton Auxiliary Fire Department

ACTON FIRE DEPARTMENT

Once again we were fortunate that 2004 was not a year of a significant number of fire losses. We were also fortunate that there were no significant injuries or deaths that occurred as a result of fires. One specific fire of note occurred on School Street to a residential structure with an attached barn. Fortunately fire department personnel were able to respond rapidly to extinguish the fire prior to major involvement of the structure and adjacent structures. As has occurred numerous times in the past, this fire as well as other fire and emergency incidents, point out the critical need to maintain proper staffing coverage and adequate station coverage for anticipated fire and emergency responses. I focus on this as the Town, once again, is facing an extreme budget situation that may well compromise public safety if proper funding is not appropriated for the upcoming budget year.

Many of our citizens may not realize the diverse, comprehensive and continually expanded services provided by our personnel in areas other than emergency responses. Some of these are highly visible such as the presentation of Public Education programs. Some of the services are not always seen or noted such as the two occasions during the course of the year when roofs of structures were opened up by falling trees and fire department personnel secured the structures under adverse weather conditions while working off the end of the aerial ladder. My point is that these personnel and the equipment that they operate are vital to the safety, health and well being of the citizens of the Town. Their expertise and performance is immeasurable in many circumstances, which may seem as routine to some and emergencies to others.

Following is a brief synopsis of the highlights and changes that occurred with the Acton Fire Department for the year 2004.

Personnel

In 2004 we hired four new Firefighter/EMTs to fill existing vacancies. They are FF/EMT's Will Rolfe, Nick Pentedemos, Ed Daigneault and Joshua DeFelice. Each has varying degrees of prior experience with other fire departments and all will attend the Massachusetts Firefighting Academy. As you may notice in the citations in this report, these individuals have already enthusiastically brought their talents and interests to their new careers as full-time FF/EMT's with this department.

The fire station flags flew at half-staff in honor for the death of E. Wilson Bursaw. Mr. Bursaw served as a call firefighter from 1940-45 stationed with the Acton Center Fire Company.

Apparatus and Equipment

As approved by the Annual Town Meeting, plans were undertaken to bid, purchase and equip a new engine for the department. A committee was established and chaired by Cap-

tain Carl Robinson. Committee members included FF/EMT's Scott Morse Robert Sabourin, Sean Sheridan, Ken Carroll and Firefighter Jim Young. These individuals were also assisted by many other firefighters as well. After much evaluation and deliberation, specifications were developed and bids solicited. The successful bidder was Ferrarra Fire Apparatus Company with completion and delivery of the new engine due by the end of February 2005.

Another item of note is the interest and effort of the firefighters in the restoration of two matching antique fire engines owned by the Town. The firefighters have done most of the research and initial inquiries to begin this restoration work which will be an on-going project to restore the 1936 Reo Fire Engines to a point where they can be used in parades, public celebrations, and educational activities. As much of the work as possible will be done by the firefighters. Funding is by private donations, kicked off by the Firefighters Union with their own monetary donation. In addition, funds for the project have been applied for as part of the Community Preservation Act.

During the past year Captain Carl Robinson continued in the position of Maintenance Officer for the department. Captain Robinson was assisted by FF EMT Scott Morse. Their efforts were very much appreciated and they as well as other firefighters assisted in maintaining our fire apparatus in a service ready condition. Major maintenance and regular service continues under the capable direction and control of the Acton Highway Department mechanics.

Facilities

As mentioned in previous reports, the fire stations continue to be maintained in good condition, for their age, by on-duty personnel. They are definitely in need of restoration and renovation at this point and hopefully that project will commence sooner rather than later. Once again, on-duty personnel have done many interior painting projects during the course of the year, led in this effort by FF/EMT Jared Crowley.

Captain Robert Vanderhoof, and members of the Dispatch Task Force for the New Public Safety Facility, Captain George Williams and Firefighter Robert Sabourin and Call Firefighter Robert Puffer, worked hard on the plans for the Joint Dispatch Center. The facility is scheduled for completion in the spring of 2005. The transition to joint dispatch involves not only the purchase and installation of specialized equipment but also the training of dispatchers to handle the new joint public safety dispatch functions.

Emergency Medical Services

The Acton Fire Department Emergency Medical Services division experienced an increase in response activity. In 2004, there was a total of 1,350 EMS responses, an increase of 6% from 2003 and an overall increase of 11 % since 2001. With increasing

population and building development, EMS services will most likely continue to increase in the coming years.

The Fire Department's 37 Firefighter/EMT's (Emergency Medical Technicians) and five First Responders received continuing education and training throughout the year to maintain skills and certification needed to provide quality medical care to the residents of Acton.

Acton's only ambulance, purchased in 1999, is experiencing wear and is in need of replacement. It is starting to experience several periods of "down time" due to mechanical problems. The Department of Public Works mechanic is credited for keeping the ambulance "down time" to a minimum.

Acton is very fortunate to have a Fire/EMS service so dedicated and caring to all it serves. Our Fire\EMS personnel provide the highest level of quality care to residents and will continue to do so in a professional manner.

Acton has maintained a long-standing relationship with Emerson Hospital in Concord, which provides an ALS or Paramedic service that is part of a coordinated, multi-tiered emergency medical response system.

Our EMS activities continue to be supervised in exemplary fashion by Captain Robert Vanderhoof, our EMS coordinator. Captain Vanderhoof is assisted by FF -EMT Robert Wetherbee. Both men are dedicated to providing the highest level of emergency medical care for our citizens. Their efforts often go above and beyond what they are called upon to accomplish. It is this "home town" spirit that continues to drive the efforts of the department in providing this high level of care.

Emergency Preparedness

During the year there were not any incidents of terrorism that directly impacted the Town. We continue to seek funds and training for equipment for our personnel to plan and train for any potential impact in this area. In this regard FF/EMT Anita Arnum received additional specialized training towards this effort as part of her assignment with the regional Hazardous Materials Response Team and the Urban Search and Rescue Team. Due to her responsibilities and expertise in this area she was deployed to Florida and other southern states as part of the Federal effort to assist during a very active hurricane season.

Fire Alarm

Our Fire Alarm Superintendent Captain George Williams assisted by Firefighter Forrest Bean continued to maintain the municipal fire alarm system in a ready and reliable state. During the past year there were six master fire alarm boxes and one street box added to the municipal fire alarm system. In addition this division was busy re-cabling several circuits of the system. The fire alarm division also worked to transfer certain portions

of the municipal fire alarm system to allow for the receipt and dispatch of fire alarms from the new joint dispatch center at the Public Safety Facility. Our Fire Alarm Superintendent, Captain George Williams, continued to meet with and participate with the Dispatch Task Force formed under the Public Safety Facility committee to facilitate this transition process. Relative to this endeavor I would also like to mention and thank FF/EMT's Brian Richter and Brent Carter who update and maintain the street map information used by the fire, as well as, the police department. This information will become even more critical as we enter into a joint dispatch arrangement.

In addition to new construction and required repairs to the municipal fire alarm system the fire alarm division also worked to review specifications and facilitate the purchase of a replacement fire alarm repair truck. This project is expected to be completed in the near future. The fire alarm division also remained busy installing and removing the overhead banners that announce various community and civic activities. This year there were a total of forty-six banners that were displayed and then taken down.

Fire Prevention

The Student Awareness of Fire Education (S.A.F.E.) Program is a state initiative to provide fire and life safety education programs in grades K-12. The mission is to enable students to recognize the dangers of fire and other hazards. S.A.F.E. instructors attend initial training through the Massachusetts Department of Fire Services in order to become Certified Public Fire and Life Safety Educators. In order to be effective educators, we attend In-Service training to remain up-to-date with current topics and innovations, and taking steps to improve curriculum development and classroom presentation skills.

In Acton this program is taught by the Public Education Committee: Lt. Jack White, FF/EMT Tom Wallerstein, FF/EMT Anita Arnum, FF/EMT Richard Sullivan, FF/EMT Ken Carroll, and FF/EMT Will Rolfe. This past year our committee has had the opportunity to teach classes for many elementary school children, mostly kindergarten through 3rd grade, reaching well over 500 children. This was accomplished through teaching classes directly, participating in assemblies and arranging fire truck visits to the schools and daycare facilities in Acton. We have participated in the health classes at the Junior High School assisting with CPR and First Aid training and other emergency procedures. S.A.F.E. has made public appearances at the West Acton Oktoberfest, held in conjunction with the successful Fire Department Open House.

In the first nine years of the S.A.F.E. Program the State has honored more than 185 children who have used the lessons they learned in school through the S.A.F.E. Program in real life emergencies. We call these youngsters who remained calm in a difficult situation, our "Young Heroes". Many families claim they are alive today because their youngsters "made" them install

smoke alarms and practice a home escape plan, or reported an emergency. There is no way of counting the tragedies that never arose as a result of the same lessons. It is our hope that with continued S.A.F.E. classes in Acton we can remain in this anonymous group.

In addition to these public education efforts, there were also eighty-five commercial and one hundred and fifty-three residential plan reviews and resultant inspections of these occupancies conducted during the course of the year. The majority of these reviews as well as other code enforcement activities were conducted by Firefighter/EMT William Klauer who continues to serve as our fire inspector.

During the year relative to the field of fire and arson investigation, Firefighter/EMT James Ray was assigned as the Lead Fire Investigator; FF/EMT William Klauer and Firefighter Bruce Stone were also assigned as fire investigators. These individuals often work with and/or are assisted by investigators from six other area fire departments that operate as a regional fire investigation team. This regional team happens to be one of the few in the state and has earned the respect of many for their efforts and expertise. In the course of their duties and investigations they ably and competently interact directly with State Troopers assigned to the State Fire Marshal's Office as well as local law enforcement officials.

Hazardous Materials

There were no significant hazardous material incidents to report during the course of the year. FF/EMT Anita Arnum continued to train and operate as a member of the District 14 Regional Hazardous Material Team. In this capacity FF/EMT Arnum also attended specialized training activities to enhance the capabilities of this capable and essential team.

Training

A major focus of our departmental activities continues to be training. We are constantly trying to increase, upgrade and or enhance this vital fire service function. During the first part of the year, Lt. Robert Smith continued to direct this critical operation and his efforts were appreciated. The training division experienced a change in leadership with the assignment of Lt. Robert Hart as the Training Officer. Lt Hart will be assisted by FF / EMT Sean Sheridan and FF / EMT William Klauer in the year to come. During the year we continued many of our drills conducted on an in-service basis for on-duty personnel.

Major training highlights include: FF/EMT's Rolfe, Daignault and Pentedom's entry into the firefighter recruit training program conducted at the Massachusetts Firefighting Academy and will be graduating in February of 2005, leaving only FF/EMT Joshua DeFelice to attend the Firefighting Academy. In addition a number of firefighters, Captain Robert Vanderhoof and the Fire Chief attended specialized SAFE (Student Awareness of Fire Education) training at the Annual SAFE seminar.

In addition to the courses listed above, fire and EMS personnel continued to attend many other courses. The Massachusetts Fire Academy offered some of these courses and local colleges offered others for FF/EMT's to continue working towards degrees in Fire Science.

Conclusion

In conclusion, I would like to highlight the dedication and professionalism of our personnel. The success that we achieve as a department is not possible without the efforts of these personnel. Therefore, I cannot conclude my report without taking an opportunity to thank all of our personnel for their consistent and continued assistance and cooperation during the past year. Throughout the report I have noted a number of individuals for their recognized efforts in a specific area. There are countless other individuals with many additional achievements and efforts which often go unrecognized because the personnel involved just "take care of things".

My thanks also to all of these individuals who continue to make these things happen.

I would also like to take this opportunity to thank all other town departments and agencies for their assistance. I would especially like to acknowledge and thank the Emergency Management Auxiliary Fire Department for their continued support and assistance at fire scenes as well as other fire department activities. I cannot stress enough that their efforts and assistance are always beneficial and much appreciated. Many residents have sent notes of thanks or have dropped off various baked items, candy, fruit, flowers or cards as a way of saying thanks to our personnel. These kind gestures to acknowledge the efforts of our personnel are appreciated and are most gratifying.

Concluding this report is a statistical summary of activities during the year as compiled and reported by Firefighter/EMT William Klauer. Much of this report could not be completed without the efforts and assistance of Firefighter/EMT Klauer, who has my specific thanks and appreciation for his efforts and assistance. Many of the officers in charge of various specialized areas completed their own portions of this report and I would like to thank them for their input and assistance in the preparation of this report to the Town.

Robert C. Craig
Fire Chief

ACTON FIRE DEPARTMENT

ANNUAL STATISTICS – 2004

Fires

Chimney Fires	4
Structure Fires	15
Brush Fires	15
Illegal Burning	12
Motor Vehicle Fires	6
Personal Property Fires	11
Refuse Fires	2
Fire, Miscellaneous	3
Outside leak with fire	1
Controlled Burning	0

Alarm Investigations

False Alarms	14
Alarm Malfunctions	212
Accidental Alarms	107
Alarm, other than fire	3

Hazardous Conditions

Explosions	1
Lightning Strikes	7
Food on the stove	66
Leak, no ignition	13
Excessive heat	6
Power lines down	29
Electrical problem	36
Spill, hazardous material	5
Smoke condition	138
Gas leak	29
Lock in	21
Motor Vehicle Accidents	196
Animal Rescue	1
Rescues	5
Searches	3
Hazardous Material	7
Carbon Monoxide	10

Investigations

Carbon monoxide detectors	2
Complaint	12
Bomb threats	1
Honest mistake	6
Nothing found	12
Odor	11
Power outage	12
Fire Investigations	13
Miscellaneous	343
Permit Fires	6

Medicals, in town	1081
Medicals, out of town	49

Special Service

Assist police	12
Inspection	857
Master box activity	1083
Lock outs	51
Miscellaneous	103
Water problems	62
Mutual aid dispatched	29

Total Incident Responses 4717

Permits

Blasting	8
Fire Alarm Installation	59
Flammables	1
Underground storage	0
Propane Storage	42
Fuel oil storage or burner	68
Underground tank removal	13
Open burning	918
Sprinkler	27
Mobile/portable tanks	3
Miscellaneous	5
Powder	0
Agricultural	3
Fireworks	1
Smoke Detector	398

Total Permits 1546

Smoke Detectors Tested For Compliance 441

Chief's Message

The department continues to struggle due to budget cuts and there appears to be no improvement in sight. We do the best job possible at all levels of the organization. All members recognize their responsibility to provide a safe community and one that continues to be in the forefront of innovation. We focus much of our resources on the school age population through our programs such as DARE and Cops in Schools. We keep terrorism prevention in the forefront and as first responders I hope we will eventually receive more training and resources from the state and federal government. Our detectives monitor the high priority sex offenders living and working in the town as part of their responsibilities.

We continue to experience lack of staffing due to various circumstances, including injury, illness, the war in Iraq and Afghanistan and training of new hires. In general, this causes the department to run short of staff at levels of between 12 and 18 percent on a continual basis. I continue to ask for increased staffing at any opportunity. This department is busy and the town is growing. Activity levels are much higher than in years past and I foresee no letup in the future.

The new public safety facility is coming along nicely and occupancy appears to be possible by March 1, 2005, or shortly thereafter. We have experienced some minor delays but as a whole the project is staying on schedule and within budget. The new building will meet the needs of the police department for many years to come.

One of my goals for the past five years has been to design a public safety facility that would include the opportunity for regional public safety dispatch. Town Manager Don Johnson and the Board of Selectmen have signed on to this vision. The construction is almost complete and will soon be furnished with state of the art communications and computer equipment. Contacts have been made with several communities that are interested in signing on with us. I will continue to work towards this goal in an effort to increase efficiency and save taxpayer funds through economy of scale.

I appreciate the hard work of all the police and civilian employees of this department and would like to thank them for their support

Francis J. Widmayer III
Chief of Police

Members of the Acton Police Department

Chief of Police

Francis J. Widmayer III

Lieutenants

Donald L. Palma Jr.
Thomas Rogers

Sergeants

Robert L. Parisi
James A. Cogan
Raymond P. Grey
Edward Lawton, Jr.
John Cooney

Police Officers

Paul Cogan
Robert Cowan
James Goodemote
Christopher Browne
Christopher Prehl
Frederick Rentschler
Scott Howe
Michael Cogan
Kevin Heffernan
Lisa Driscoll
Luke Penney
Leo Gower
Dean Keeler
Gardena Abramowitz
Keith Campbell
Daniel Silva
Douglas Sturniolo
Scott Krug
Brian Bandini
Daniel Holway
Todd McKelvie
Tricia Dellicicchi
John Collins
Steven McCarthy
Robert Merrill
John Dristilaris
Debra Richardson

Police Matrons

Faith Williams
Debra Richardson
Christine Joyce
Kerri Williams

Secretaries

Faith Williams
Kerri Williams

Dispatchers

Faith Williams
Kevin Antonelli
Anne Milligan
Paul Connors
Robert Merrill
Roger Wallace
David Joachim
Jonathan Stackhouse

Operational Assignments

Officer In Charge of Patrol Division

Lt. Thomas Rogers

Officer In Charge of Special Services

Lt. Donald Palma

Officer In Charge of Detectives

Sgt. Robert Parisi

Department Prosecutor

Det. Frederick Rentschler

Detectives

Det. Christopher Browne
Det. Kevin Heffernan

Youth Officers

Det. Scott Howe
Det James Goodemote
Det. Dan Silva
Det. Keith Campbell

Safety/ Traffic/ Crime Prevention Officers

Det. Robert Cowan
Det. Christopher Prehl

Training Officer

Lt. Donald Palma

Domestic Violence Intervention Unit

Sgt. Raymond Grey
Det. James Goodemote
Det. Daniel Silva

Calls For Service By Calendar Year

	2003	2004
Accident - No Injury	617	606
Accident with Injuries	89	95
Alarm Received	1150	1027
Animal Complaint	306	313
Arrests	290	229
Arson	0	3
Assault	40	26
Break & Entry	63	49
Bylaw Violation	8	10
Child Abuse Complaint	16	13
Civil Complaint	29	37
Community Policing	547	411
C.O.R.I. Record Check	11	6
Disturbance	328	326
Domestic Disturbance	292	352
Drug Violation	20	16
Fire Call	441	410
Forgery	3	3
General Service	1879	1121
Gun Violation	15	7
Hazardous Material	6	4
Health Hazard	244	269
Kidnapping Attempt	0	0
Larceny	290	298
Larceny of Motor Vehicle	31	23
Lockout	65	31
Malicious Destruction	179	192
Medical Emergency	851	902
Missing Person	78	58
Motor Vehicle Complaint	5258	4594
Mutual-Aid Call	96	85
Police Information	1597	2103
Protective Custody	61	48
Rape	4	4
Warrant Recalled	8	4
Vehicle Repossession	20	13
Robbery Armed/ Unarmed	0	1
Security Check	3871	2507
Sexual Assault	2	10
SRO (School Resource Officer)	375	172
Sudden Death	8	9
Suicide Attempt	22	32
Suspicious Activity	1502	1602
Annoying Telephone Calls	47	32
Threatening	46	45
Traffic Citations	3206	2895
Traffic Hazard	1271	1021
Trespassing Complaint	61	57
Total Count	= 25,343	22,071

Patrol Division

The uniformed patrol division is the backbone of the Acton Police Department. The patrol division is responsible for general patrol of the town as well as answering calls for service received by the communications center. The patrol division operates twenty-four hours a day, seven days a week and currently patrols three patrol sectors (West Acton, South Acton and the area north of Route 2). Patrol supervisors are assigned to each shift with generally a sergeant being the commanding officer. The patrol division has four sergeants and fifteen patrol officers.

Last year presented challenging obstacles with regard to patrol staffing. We started the year down several officers when Patrolman Steve Papias chose to transfer to the Lexington Police Department. Patrol Officer Lisa Driscoll remained out on injury leave for the entire year and Patrolman John Dristilaris accepted a position with the Harvard Police Department.

Marine Sergeant Brian Bandini returned to police patrol duties but Patrolman Dan Silva was activated by the U.S. Army for duty in the Kuwait - Iraq theater of operations. We were extremely lucky to draft Patrolman John Collins to fill one vacancy and he has proved to be a very valuable asset to our patrol force. By the end of 2004 we were still short several officers mandating the abolishment of plans to staff a fourth patrol sector on the north side of Route 2.

The Acton Police patrol division has adopted the philosophy of community policing which is based on the premise that police patrol officers and the community must work together to identify, prioritize and solve contemporary problems. Our goal is to provide a safe environment regardless of race, religion, ethnicity, disability, gender or sexual orientation. By creating partnerships with our community, we will continue to open dialog between patrol officers and citizens to reduce crime and the fear of crime. This endeavor will also enhance the quality of life through mutual trust, respect and the fair and equitable enforcement of law while carefully safeguarding the dignity of all.

As patrol division commander, I request all residents to please post street numbers, visible from the street, on your homes. Clear and legible numbers allow public safety officials to provide immediate life-saving services at the proper location. Having your property quickly identified helps us to help you.

Lt. Tom Rogers
Patrol Division Commander

Special Services Division

Administration

Special Service continues to assist with the administrative functions of the department. Although available grant funding has decreased, the division continues to research and seek funding alternatives. Through government surplus programs, we have been able to acquire vehicles for the school resource officers. Additionally, we continue to support and assist all other municipal departments and services. Community programs such as liaison to the Council on Aging, D.A.R.E., School Resource Officer, Traffic Safety and departmental internships have continued with success. Homeland Security and participation in preparation and planning for the Democratic National Convention as well as other high profile events continued to help prepare the department to function in any multi-discipline incident.

Dispatch Operations

Dispatch continues to be a critical component of Public Safety in Acton. As we prepare to occupy a new Public Safety facility, dispatchers have undergone significant training in preparation for the move and increase in technology and responsibility. This new training is in addition to yearly training that each dispatcher completes.

Traffic and Safety

Traffic and Safety remain a concern and priority of the division. Officers assigned to traffic and safety respond to requests and complaints concerning traffic issues. Complaints are investigated and concentrated enforcement efforts are applied to areas of concern. One traffic officer has been trained in commercial vehicle inspection and enforcement. 112 commercial vehicles have been inspected. 231 violations for commercial vehicles were issued and 23 commercial vehicles removed from service. Both traffic officers assisted the Registry of Motor Vehicles and School Transportation Department with school bus inspections and evacuation drills. Traffic officers trained as accident reconstructionists have investigated eight serious injury accidents.

The Safety officer has investigated and assisted in the removal of 36 junk cars, investigated and reported on 21 requests for traffic signs and five requests for school bus stop changes. Additionally, the safety officer has attended numerous meetings on safety issues ranging from sign changes to train safety and commuter parking issues.

Investigations

Newly opened investigations for 2004	119
Assist other Law Enforcement agencies with investigations	15
Referred to other agencies	14
Solved (court action)	30

Detectives remained active this year. Identity theft and misuse of credit card information as well as a general increase in larceny crimes have contributed to increased investigative activity.

Training

In-Service Training

All officers attended In-Service training at the Lowell Police Academy. Training this year also includes incident command training for homeland security.

Specialized Training

Officers from this department attended several specialized training courses.

Domestic Violence	All officers have attended updated training
Diversity	All officers have attended diversity training
School Safety	Four officers have attended school safety training
Investigative	Three detectives have attended advanced investigative training.
Traffic	Three officers have attended various advanced traffic investigative trainings including accident reconstruction investigation and commercial vehicle enforcement.

Youth Services

Youth Services has expanded further with the acceptance of the "COPS in schools" grant. This grant has provided funding for an additional two officers. These officers have been assigned directly to the schools and are involved in all school activities. Recently, Officer Keith Campbell was reassigned to one of these positions to replace Officer Scott Howe. This grant allows the department increased presence and availability in all school levels during both the school day as well as in after school activities. Det. Jim Goodemote continues with the role of full time school resource officer because of this grant. Jim's responsibilities include the Junior High School and the High School during school hours as well as providing instruction for the DARE program to all sixth grade classes. Officer Campbell currently handles any issues concerning students at the elementary school level, including providing instruction on safety and crime prevention.

Officer Campbell maintains responsibility for youth involved criminal investigations and court proceedings. The division is responsible for many different activities, including: investigations of crimes involving victims and/ or perpetrators who are under the age of 17, children's programs regarding safety, displays at area events, child safety seat checkpoints, meetings with community leaders and the continuation of the DARE program.

The Youth Services Division continues to expand its role in terms of Children's Safety programs. Currently, the officers offer classes on Halloween Safety, Basic Safety and Internet Safety, to name a few. These classes are presented with the cooperation of all of the schools within Acton. Additionally, the division assists with Boy Scouts, Girl Scouts, Cub Scouts and Brownies in the instruction of safety with speeches and tours of the Police Station.

The Youth Officers participate in many community events in which they are able to display and offer a vast array of information. The community services include displays and information at Octoberfest, NARA, the Memorial Library, Elementary School Open Houses and the Civilian Police Academy. These displays include informal discussions and handouts regarding safety issues, fingerprinting and community concerns. This allows for a comfortable relationship and increased communication between the officers and the people of the town.

Det. Kevin Heffernan and Det. Dan Silva assist the public with the installation of child safety seats. This program, which began two years ago, has proven to be popular and important. Nationally, 95% of car safety seats are installed incorrectly. The officer's inspected approximately 400 seats in the past year. For more information, contact either officer at the police station.

Weekly, the youth officers attend meetings with the Acton Boxborough Regional High School Administration, the Raymond J. Grey Junior High School Administration and the Juvenile Probation Department of the Framingham Juvenile Court. Additionally, there are monthly Community Based Justice (CBJ) meetings, which involve the Middlesex County District Attorney's Office, Concord, Bedford, Maynard, Stow, and Lexington school and police officials. These meetings allow information to flow between the agencies to identify and address potential problems.

Additionally, Officer Campbell and Det. Goodemote continue as "Supervisors of Attendance" for the Regional and Public Schools. This allows the schools the resources of the Police Department and the courts in regards to student attendance and truancy. Detective Silva is currently overseas, having been activated with the National Guard. He intends on continuing his role of school resource officer upon returning home.

The Youth Services Division no longer receives grant money for the DARE classes and materials, however the program continues to enjoy strong support and interest. The Acton Rotary Club has continued with generous support in this effort. The youth officers also provide an e-mail address for students, teachers and parents to address questions and concerns. These addresses are kcampbell@acton-ma.gov and jgoodemote@acton-ma.gov.

Lt. Don Palma
Division Commander
Special Services

ACTON POST/ CREW 7 SEARCH & RESCUE

Explorer Post/ Venturer Crew 7 is a division of the Boy Scouts of America, sponsored by the Acton Lions Club, in conjunction with the Acton Emergency Management Agency. Meetings are held every Wednesday evening at 7:30 PM at the Emergency Management Headquarters on School Street in South Acton. New members, both male and female, between 14 and 22 years old are always welcome. If interested, please call 978-249-9655 and leave a brief message and we will get back to you as soon as possible.

We participated in many town activities including the Town Fair, Fourth of July Fireworks and the Acton Lions Club Ski & Skate Sale.

We would like to thank the Acton Police Department for the opportunity of working with them at events this year.

Our Advisors and Members are annually certified in First Aid and CPR. In addition, some of our members are certified as First Responders. We attended Boy Scout Camporees and Council Events to provide First Aid Services as needed.

We wish to thank the Acton Lions Club for their continuing sponsorship in giving the youth of today the opportunity to work toward a better tomorrow.

Charles Landry, Chairman
Gail Sawyer, Advisor
Ann Jones, Associate Advisor
Edward Reilly, Associate Advisor
Wayne Niemi, Associate Advisor
Mark Casey, Member
Scott Landry, Member
Chris Ouellette, Member
Tim Pare', Member
Katie Day, Member
Joe Calisto, Member
Aly Bourassa, Member

LEGISLATIVE

ABSTRACT ANNUAL TOWN MEETING HELD APRIL 5, 2004

WITH ADJOURNED SESSION HELD APRIL 7, 12 AND
13, 2004 AT THE ACTON-BOXBOROUGH HIGH SCHOOL
AUDITORIUM

Number of Registered voters attending Town Meeting

April 5, 18	April 7, 354	April 12, 253	April 13, 123
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Legend

One or more of the following symbols may follow an Article number:

Symbol Description

- *This article is on the Consent Calendar
- #This article submitted by Citizen Petition

April 5, 2004

The Moderator, Mr. MacKenzie, called the meeting to order on Monday, April 5, 2004 at 7:00 PM.

MOTION:

Mr. John Ryder moves to adjourn the meeting to Wednesday, April 7, 2004 at 7:00 P.M. in the Acton Boxborough Regional High School Auditorium.

MOTION CARRIES UNANIMOUSLY.

April 7, 2004

The Moderator, Mr. MacKenzie, called the meeting to order on Monday, April 7, 2004 at 7:02 PM. He introduced Reverend Walter Wood of Saint Elizabeth of Hungary; Catholic Church. Reverend Wood gave the invocation.

The Moderator asked that those members who volunteer their services to the Town to stand. He expressed the Town thanks to them.

Mr. MacKenzie introduced Walter Foster, Chairman of the Board of Selectmen. Mr. Foster introduced the members of the Board of Selectmen, F. Dore' Hunter, Peter Ashton, Robert Johnson and William (Trey) Shupert. Chairman Foster then introduced the Town Manager, Don Johnson, Town Counsel, Steven Anderson, Town Clerk, Edward Ellis, Town Treasurer, John Murray, Finance Director, Stephen Barrett, Asst. Finance Director, Karen Kucala and Mark Hald, IT Manager.

Mr. MacKenzie then introduced Mr. Gim Hom, Chairman of the Finance Committee. Mr. Hom introduced the members of the Finance Committee.

Mr. MacKenzie informed the town meeting that they would be voting on the motions that are read, not the articles as written in the warrant. He then explained some basic rules and protocols of the town meeting as found on page 98 of the warrant.

Mr. MacKenzie explained how the CONSENT CALENDAR is voted and proceeded to read the articles on the Consent Calendar:

CONSENT MOTION:

Mr. Foster moves that the Town take up the 21 articles in the consent calendar on pages 11 through 13 of the warrant

(Articles: 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 17, 41, 44, 45, 46, 47, 48, 49, 50, 51)

Article 49 is Held.

CONSENT MOTION MINUS ARTICLE 49 CARRIES UNANIMOUSLY

Mr. MacKenzie calls the following Chairpersons to make their board / committee's presentation to the Town Meeting members:

Board of Selectmen Chairman Foster

Finance Committee Gim Hom

Acton Public School Terence Lindgren

Acton Boxborough Regional School District Jo-Ann Berry

ARTICLE 1 CHOOSE TOWN OFFICERS
(Majority vote)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$20.00 per Town Meeting session
Board of Selectmen, Chairman	\$750.00 per year
Board of Selectmen, Member	\$650.00 per year

, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town fix the compensation for elected officers as shown in the Article.

MOTION CARRIES UNANIMOUSLY

Frank Joyner, Trustee of the Elizabeth White Fund, nominates Andrea S. Miller, 30 Taylor Road, for the position of Trustee of the Elizabeth White Fund, term to expire 2005.

MOTION CARRIES UNANIMOUSLY

Frank Joyner, Trustee of the Elizabeth White Fund, nominates Cornelia O. Huber, 50 Seminole Road, for the position of Trustee of the Elizabeth White Fund, term to expire 2007.

MOTION CARRIES UNANIMOUSLY

Alice Miller, Trustee of the Charlotte Goodnow Fund, nominates Karen Sharp, 1 Revolutionary Road, for the position of Trustee of the Charlotte Goodnow Fund, term to expire 2007.

MOTION CARRIES UNANIMOUSLY

Robert L. Loomis, Trustee of the West Acton Citizens' Library, nominates Virginia Rhude, 7 Fernwood Road, for the position of Trustee of the West Acton Citizens' Library, term to expire 2007.

MOTION CARRIES UNANIMOUSLY

Edward M. Bennett, Trustee of the West Acton Fireman's Relief Fund, nominates Robert A. Vanderhoof, 374 Central Street, for the position of Trustee of the West Acton Fireman's Relief Fund, term to expire 2007.

MOTION CARRIES UNANIMOUSLY

William A. Klauer, Trustee of the Acton Fireman's Relief Fund, nominates James D. Young, 251 Nagog Hill Road, for the position of Trustee of the Acton Fireman's Relief Fund, term to expire 2007.

MOTION CARRIES UNANIMOUSLY

ARTICLE 2 HEAR AND ACCEPT REPORTS

(Majority vote)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

MOTION:

Mr. Foster moves that the Town accepts the reports of the various Town Officers and Boards as set forth in the 2003 Town Report, the Giving Supplement and that the Moderator calls for any other reports.

MOTION CARRIES UNANIMOUSLY

League of Women Voters made a request for old Town reports and warrants. These documents will be collected for the Acton Public Schools to be used for a special social project.

ARTICLE 3* COUNCIL ON AGING VAN ENTERPRISE BUDGET

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$74,411, or any other sum, to operate the Senior Van Service, in accordance with Massachusetts General Law, Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town appropriate \$74,411 for the purpose of operating the Town of Acton Senior and Disabled Citizens Van service, and to raise such amount,

\$49,411 be transferred from the Council on Aging Enterprise Fund,

\$15,000 be transferred from the Audubon Hill Gift Account and

\$10,000 be raised and appropriated.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 4* NURSING ENTERPRISE BUDGET

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$608,490, or any other sum, to provide Public Health and Visiting Nurse Services, in accordance with Massachusetts General Law, Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town appropriate \$635,491 for the purpose of operating the Public Health Nursing Service, and to raise such amount, \$635,491 be transferred from the Nursing Enterprise Fund.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 5* SEPTAGE DISPOSAL ENTERPRISE BUDGET

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$209,399, or any other sum, for the purpose of septage disposal, in accordance with Massachusetts General Law, Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town appropriate \$209,399 for the purpose of septage disposal, and to raise such amount, \$209,399 be transferred from the Septage Disposal Enterprise Fund.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 6* SEWER ENTERPRISE BUDGET

(Majority vote)

To see if the Town will raise and appropriate or appropriate from available funds, the sum of \$1,534,115 or any other sum, for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Law, Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

MOTION:

Mr. Shupert moves that the Town appropriate \$1,534,115 for the purpose of operating the sewer system, and to raise such amount, \$1,534,115 be transferred from the Sewer Enterprise Fund.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 7 BUDGET TRANSFER

(Majority vote)

To see if the Town will vote to appropriate from available funds, the sum of \$25,000, which is being held as insurance reimbursement for mold mitigation at the Gates School during fiscal year 2004, and to appropriate \$52,602 from available funds to defray necessary expenses above the amount appropriated during last year's Annual Town Meeting of Minuteman Regional Vocational Technical School District for Fiscal Year 2004 (July 1, 2003 – June 30, 2004), or take any other action relative thereto.

MOTION:

Mr. Ashton moves that the Town appropriate \$77,602 for the purposes set forth in the Article, and to raise such amount,

\$52,602 be transferred from the Pothole Grant account and

\$25,000 be transferred from insurance recovery proceeds.

MOTION CARRIES UNANIMOUSLY

ARTICLE 8 NESWC ENTERPRISE BUDGET

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$4,615,844, or any other sum, for the purpose of solid waste disposal in accordance with Massachusetts General Law, Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

MOTION:

Mr. Johnson moves that the Town appropriate \$4,615,844, to be expended by the Town Manager, for the purpose of solid waste disposal, and to raise such amount, \$4,615,844 be transferred from the NESWC Enterprise Fund.

MOTION CARRIES UNANIMOUSLY

ARTICLE 9* SECTION 53E1/2 SELF-FUNDING PROGRAMS

(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53E1/2 to continue revolving funds for the Local School System, to be expended by the Superintendent of Schools; and for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services, Ambulance Fees and Fire Department Fire Alarm Network, to be expended by the Town Manager, as noted below:

	FY05 Estimated Revenue	FY05 Authorized Expenditure
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Fund

School Department

Douglas at Dawn/Dusk	\$150,000	\$150,000
Merriam Mornings/Afternoons/Summer	\$40,000	\$40,000
Gates Amazing Programs	\$40,000	\$40,000

Historic District Commission	\$600	\$600
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Building Department	\$166,100	\$166,069
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Includes fees for Microfilming, Electrical Permits, Plumbing Permits, Gas Permits, Sign Licenses and Periodic Inspection Fees

Sealer of Weights and Measures	\$11,000	\$10,701
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Health Department

Food Service Inspections	\$20,100	\$20,089
Hazardous Materials Inspections	\$84,100	\$84,088

Fire Department

Fire Alarm Network	\$48,600	\$48,525
Ambulance Fees	\$250,000	\$402,000

, or take any other action relative thereto.

MOTION:

Mr. Shupert moves that the revolving funds for the Local School System, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued for FY05 in the amounts and for the purposes set forth in the expenditure column of this Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 10* CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM

(Majority vote)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for highway improvements under the authority of Massachusetts General Law, Chapter 90, and any other applicable laws, or take any other action relative thereto.

MOTION:

Mr. Johnson moves that the Town Manager is authorized to accept Highway funds from all sources and such funds are hereby appropriated for the purposes outlined by such reimbursement.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 11* INSURANCE PROCEEDS

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any insurance policy reimbursement of costs incurred as a result of any covered loss during the remainder of fiscal year 2004 and all of 2005, or take any other action relative thereto.

MOTION:

Mr. Johnson moves that the Town Manager is authorized to accept insurance proceeds from all sources and such funds are hereby appropriated for the purposes outlined by such reimbursement.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 12* FEDERAL AND STATE REIMBURSEMENT AID

(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence during fiscal year 2005, or take any other action relative thereto.

MOTION:

Mr. Ashton moves that the Town Manager is authorized to accept federal and state reimbursement funds from all sources and such funds are hereby appropriated for the purposes outlined by such reimbursement.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 13* SALE OF FORECLOSED PROPERTIES

(Majority vote)

To see if the Town will vote to authorize the Board of Selectmen to dispose of foreclosed properties acquired by the Town for nonpayment of taxes in accordance with the provisions of Massachusetts General Laws, or take any other action relative thereto.

MOTION:

Mr. Ashton moves in the words of the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 14* TRANSFER OF FUNDS – CEMETERY LAND FUND

(Majority vote)

To see if the Town will raise and appropriate or transfer from the Cemetery Land Fund the sum of \$100,000, or any other sum, to be expended by the Town Manager for the development and landscaping of Section 9, Mount Hope Cemetery, and for general improvements in the cemeteries, or take any other action relative thereto.

MOTION:

Mr. Ashton moves that the Town appropriate \$100,000 from the Cemetery Land Fund, to be expended by the Town Manager, for the development and landscaping of Section 9, Mount Hope Cemetery, and for general improvements in the Cemeteries.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 15* ELDERLY TAX RELIEF REAUTHORIZE CHAPTER 73 OF THE ACTS OF 1986

(Majority vote)

To see if the Town will vote to continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions, or take any other action relative thereto.

MOTION:

Mr. Ashton moves that the Town continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 16 TOWN OPERATING BUDGET

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the school budgets, or take any other action relative thereto.

MOTION:

Mr. Foster moves that the Town appropriate \$20,300,001, to be expended by the Town Manager, for the purpose of funding the Municipal Budget for the period July 1, 2004 to June 30, 2005, and to raise such amount,

\$19,663,628 be raised and appropriated,
\$419,540 be transferred from Free Cash,
\$147,398 be transferred from the Pothole Grant,
\$69,435 be transferred from Cemetery Trust Funds for
Cemetery use,

And that the Town Manager be authorized to sell, trade or
dispose of vehicles and equipment being replaced and to expend
any proceeds received.

MOTION CARRIES

ARTICLE 17* TOWN BOARD SUPPORT – SPECIAL PROJECTS

(Majority vote)

To see if the Town will raise and appropriate, or appropriate
from available funds, the sum of \$2,000, or any other sum, to be
expended by the Town Manager for the ongoing expenses of the
Acton-Boxborough Cultural Council for programs in Acton, or
take any other action relative thereto.

MOTION:

Mr. Ashton moves that the Town raise and appropriate
\$2,000 for the ongoing expenses of the Acton-Boxborough
Cultural Council.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 18 COMMUNITY PRESERVATION PROGRAM DIRECT APPROPRIATIONS FROM FUND BALANCE

(Majority vote)

To see if the Town will vote to appropriate or to set aside
for later appropriation, and to authorize the Board of Selectmen
and the Town Manager to expend or set aside, from the FY 2003
Community Preservation Fund Balance the following amounts
for community preservation purposes with each item considered
a separate appropriation:

Purpose	Recommended Amounts
Set Aside Appropriation - Open Space	
A. Acquisition, creation, and preservation of Open Space, and its rehabilitation and restoration	\$200,000

Spending Appropriations

B. Davis Monument Restoration	\$50,000
C. Cultural Resource List Revision and Expansion	\$20,000
D. Historic District Boundary Signs	\$8,285
E. Flag Preservation	\$5,600
F. Assabet River Rail Trail	\$170,000
G. T. J. O'Grady Memorial Skate Park	\$67,000
H. Morrison Farm Master Plan	\$59,800

I. Family Housing Initiative	\$200,000
J. 214 Central and 28 Willow Streets Feasibility Study	\$25,000
K. Community Housing Fund	\$25,000

Administrative Spending Appropriation

L. A fund reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$42,798
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And, whereas Massachusetts General Law, Section 44B
requires that the Town appropriate for spending, or set-aside for
future spending, from the fund balance at least 10% for open
space, 10% for historic preservation, and 10% for community
housing.

And whereas the recommended set-aside appropriation for
open space amounts to 21.2% of the Fund Balance, the recom-
mended project appropriations B, C, D, E and \$10,561 of F for
historic preservation amount to 10% of the Fund Balance, and the
recommended project appropriations I, J, and K for community
housing amount to 26.5% of the Fund Balance.

And, whereas Town Meeting may vote to delete or reduce
any of the recommended amounts.

Therefore, in the event that recommended amounts are
deleted or reduced, vote to appropriate as a set-aside for future
spending from the FY 2003 Community Preservation Fund Bal-
ance the minimum necessary amounts to allocate not less than
10% (\$94,446.00) for open space, not less than 10% (\$94,446.00)
for historic preservation, and not less than 10% (\$94,446.00) for
community housing.

, or take any other action relative thereto.

MOTION:

Mr. Berry moves that the Town vote to appropriate or set
aside for later appropriation, and to authorize the Town Manager
to expend or set aside, from the Fiscal Year 2003 Community
Preservation Fund Balance, \$873,483.00 for an open space
reserve fund, for community preservation project expenses, and
for administrative expenses as recommended by the Acton Com-
munity Preservation Committee and as set forth in the Article,
with each item considered a separate appropriation.

MOTION CARRIES

ARTICLE 19 ACTON PUBLIC SCHOOLS BUDGET

(Majority vote)

To see if the Town will raise and appropriate, or appropriate
from available funds, a sum of money to defray the necessary
expenses of the Acton Public School System, or take any other
action relative thereto.

MOTION:

Mr. Lindgren moves that the Town appropriate \$19,244,000, to be expended by the Superintendent of Schools to fund the Acton Public School Budget for the period July 1, 2004 to June 30, 2005, and to raise such amount,

\$18,677,062 be raised and appropriated and \$566,938 be transferred from Free Cash.

MOTION CARRIES

ARTICLE 20 HEATING SYSTEM REPAIRS - DOUGLAS ELEMENTARY SCHOOL

(Two-thirds vote)

To see if the Town will vote to appropriate a sum of money, to be expended at the direction of the School Committee, to pay for costs of repairs to the heating system at the Douglas Elementary School, including the payment of all other costs incidental and related thereto; to determine whether such appropriation shall be raised by taxation, by transfer from available funds, by borrowing or otherwise, or to take any other action relative thereto.

MOTION:

Mr. Lindgren moves that the Town appropriate \$300,000, to be expended by the Superintendent of Schools for the purpose set forth in the Article, including costs incidental and related thereto;

And to raise such amount, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$300,000 under Massachusetts General Law, Chapter 44, as amended;

And that the Treasurer is authorized to charge the Acton Public Schools Budget for any costs incurred in connection with said borrowing.

MOTION CARRIES UNANIMOUSLY

ARTICLE 21 ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT ASSESSMENT

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

MOTION:

Mrs. Berry moves that the Town appropriate \$19,396,196 to fund the assessment of the Acton-Boxborough Regional School District for the period July 1, 2004 to June 30, 2005, and to raise such amount,

\$18,829,257 be raised and appropriated and \$566,939 be transferred from Free Cash.

MOTION CARRIES

MOTION:

Mr. Foster moves to adjourn the Annual Town Meeting at 10:25 PM until April 12, 2004 at the Acton-Boxborough Regional High School Auditorium at 7:00 pm.

MOTION CARRIES UNANIMOUSLY

APRIL 12, 2004

The Moderator Mr. MacKenzie, calls the adjourned session of the 2004 Annual Town Meeting to order at 7:06 PM

ARTICLE 22 MINUTEMAN REGIONAL SCHOOL DISTRICT ASSESSMENT

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

MOTION:

Mr. Olmstead moves that the Town appropriate \$794,584 for the expenses of the Minuteman Regional Vocational Technical School District for the period of July 1, 2004 to June 30, 2005, and to raise such amount, \$794,584 be transferred from Free Cash.

MOTION CARRIES UNANIMOUSLY

Board of Selectmen's Chairman, Mr. Foster called Mr. Ronald Fitzgerald, Superintendent of Minuteman Regional Vocational Technical School District forward to express the thanks of the Town for his years of service and to present him with a plaque of his retirement.

ARTICLE 23 # AMEND ZONING BYLAW - 80 AND 84 PIPER ROAD

(Two-thirds vote)

To see if the Town of Acton will vote to amend the zoning map as follows:

Rezone to R-2 (Residence 2) the following parcel or parcels of land identified by their map and parcel number as shown in the 2003 Town Atlas. Map G3, parcels 69 and 65, present zoning OP-2 (Office Park 2), 80 and 84 Piper Road (see grid to Abstract of April 1, 1996 Annual Town Meeting), said parcels directly abutting other parcels which were rezoned to R-2 (Residence

2) by Special Town Meeting of January 8, 2001, or to take any other action relative thereto.

MOTION:

Mr. Melon moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 24 #AMEND ZONING BYLAW VEHICLE WHOLESALE AND STORAGE AS AN ACCESSORY USE

(Two-thirds vote)

To see if the Town of Acton will vote to amend the zoning bylaw, section 3.8.2 (ACCESSORY USES permitted in the Office, Business, and Industrial Districts) by inserting a new sub-section 3.8.2.7 as follows:

- 3.8.2.7 In the Light Industrial District and on contiguous adjacent land for which the Board of Appeals has previously granted a USE variance permitting a USE allowed in the Light Industrial District, the purchase of new vehicles; the wholesale, but not retail sale, of used vehicles; and the temporary outdoor storage of such new and used vehicles provided that:
- 3.8.2.7.1 The LOT, or the property consisting of two or more contiguous LOTS in single ownership, contains at least 15 acres.
- 3.8.2.7.2 Such USE is accessory to an operations center and offices of a vehicle rental or leasing company.
- 3.8.2.7.3 Such vehicles are at all times registered with the Commonwealth of Massachusetts Registry of Motor Vehicles while on the premises.
- 3.8.2.7.4 No such vehicle exceeds a gross vehicle weight of 10,000 pounds and a wheel base of 135 inches.
- 3.8.2.7.5 All such vehicles are stored in the rear yard out of sight and fully screened from view from any STREET.
- 3.8.2.7.6 All such vehicles are stored at least 200 feet away and fully screened from view from any pre-existing dwelling that is not on the same LOT or property.
- 3.8.2.7.7 The transport and loading/unloading of such vehicles to and from the LOT or property occurs only on weekdays between the hours of 6:00 AM and 9:00 PM.

- 3.8.2.7.8 The storage of such vehicles may use vacant or excess parking capacity that, regardless of the requirements of section 6 of this bylaw, is not needed for employees and customers of the businesses on the LOT or property.

, or take any other action relative thereto.

MOTION

Mr. Cotter moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION TO AMEND

Mrs. Knibbe moves to amend the motion by adding to subsection 3.8.2.7.8 as follows: The storage of such vehicles shall conform to any applicable Federal and State Storm Water Management regulation and policies.

MOTION TO AMEND IS LOST

ORIGINAL MOTION CARRIES BY 2/3 VOTE

ARTICLE 25 PROVISION FOR HOURS OF OPERATION OF NON-RESIDENTIAL OUTDOOR LIGHTING
(Majority Vote)

[Please note: The Board of Selectmen and the Outdoor Lighting Advisory Committee agree that the Motion for this Article will be to "Take no action." This Article is included in the Warrant for your information regarding the Committee and its work.]

To see if the Town will vote to amend Chapter E of the Bylaws of the Town of Acton by inserting a new section E58 as follows:

E58. Hours of Operation of Non-Residential Outdoor Lighting:

A. Purpose:

The purpose of these regulations is to reduce late night glare, light trespass, and sky glow caused by outdoor lighting that is not used for public safety and property security.

B. Applicability:

Except as provided under Exemptions below, the following hours of operation regulations, Section D below, shall apply to all outdoor lights in Acton whose lamp wattage exceeds the values contained in the following Table.

Lamp type	Wattage
Incandescent, Halogen	60w
High Pressure Sodium, Metal Halide, Mercury Vapor, other HID	35w
Florescent, Low Pressure Sodium	13w

C. Effective Dates:

Starting on January 1, 2006, the hours of operation regulations shall apply to all existing and new outdoor luminaries. A luminaire is a complete outdoor lighting unit or fixture including a lamp or lamps, together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply, but not including a pole on which the luminaire may be mounted.

D. Hours of Operation of Outdoor Lights:

1. All outdoor lights may be turned on no earlier than one hour before Business Hours and shall be turned off no later than 11 PM or one half an hour after of the end of business hours, whichever is later. Business Hours shall be defined as the period of time during which at least one person is present for the purpose of conducting or concluding business on the lot or in a structure on the lot.
2. Outdoor lights for recreational facilities shall be turned off no later than one half-hour after the end of use or activities.

E. Exemptions:

1. Streetlights and other lights within a street or public right of way.
2. Lights on single-family and two-family residential lots and properties.
3. Safety lights, which shall be defined as lights to safeguard the movement of persons by foot or by non-motorized vehicles or by vehicles for disabled persons over hazardous footing or in areas that conflict with vehicle traffic, or lights for the purpose of aiding the visible detection and recognition of other persons, including lights for stairs, pedestrian ramps and tunnels, and pedestrian routes that are reasonably expected to be used after business hours.
4. Security lights, which shall be defined as lights to protect buildings, and property stored outdoors.
5. Lights in existence or installed before January 1, 2005 that do not meet the definition of safety or security lights and are connected by a single outside circuit to safety or security lights. No new such common outside circuits shall be allowed thereafter.

6. Lights controlled by motion detectors or infrared sensors with an on-time of no more than 10 minutes per activation. The motion detector shall be adjusted so that normal movement of vehicles and traffic along a street or public right of way shall not cause its activation.
7. Lights that illuminate the United States Flag and public monuments.
8. Warning and alarm lights that alert to a malfunction or emergency situation.

F. Enforcement

The Town of Acton Building Commissioner shall enforce this bylaw. Violation of this bylaw shall be punishable by a fine of twenty-five dollars (\$25.00). Each day that such violation continues shall constitute a separate offense.

, or take any other action relative thereto.

MOTION:

Mr. Shupert moves that the Town take no action on this Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 26 AMEND ZONING BYLAW - OUTDOOR LIGHTING REGULATIONS
(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw as follows [Notes in italic print are not part of the article but are intended for explanation only]:

- A. In section 10.4 - Site Plan Special Permit, delete section 10.4.3.2 - Outdoor Lighting and replace it with the following:
 - 10.4.3.2 Outdoor Lighting - Developments and redevelopments requiring a Site Plan Special Permit or an amendment thereof, shall comply with the standards for outdoor lighting set forth in section 10.6

[Note: Section 10.4.3.2 contains the graphic shown here and currently reads:

 - 10.4.3.2 Outdoor Lighting - In the area of new construction all outdoor lighting, with the exception of pedestrian lighting with a height of less than eight feet, shall be designed and located so that:
 - 1) the luminaire has an angle of cutoff less than 76 degrees;

- 2) a line drawn from the height of the luminaire along the angle of cutoff intersects the ground at a point within the development site, and
- 3) the bare light bulb, lamp or light source is completely shielded from direct view at any point five feet above the ground on neighboring properties or STREETS. Pedestrian lighting with a height of less than eight feet shall be regulated through the Building Commissioner's Office.]

B. Insert a new section 10.6 as set forth below:
 10.6 Outdoor Lighting Regulations for Site Plan Special Permits. This section uses defined terms that apply specifically in this section. These terms are defined in section 10.6.6 below and are capitalized in addition to the terms defined in section 1.3 of this bylaw. Figures and Tables are referred to in this section are located in section 10.6.7 below.

10.6.1 Applicability -

10.6.1.1 The following regulations shall apply to all LUMINAIRES, including existing LUMINAIRES, whose LAMP wattage exceeds the values contained in Table 1, Column A, on any LOT undergoing new development, or a major modification or expansion under a Site Plan Special Permit. A major modification, as used here, shall mean that more than 25% of the LUMINAIRES on the LOT are modified, moved or replaced. A major expansion, as used here, shall mean that the number of LUMINAIRES on a LOT increases by more than 25% of the original number.

10.6.1.2. LUMINAIRES installed before the effective date of this bylaw shall be maintained or, if necessary, modified, to meet the zoning bylaw applicable at the time of their installation.

10.6.2 Standards

10.6.2.1. LUMINAIRE design and shielding - Any LUMINAIRE whose LAMP wattage exceeds the values in Table 1, Column A, shall be SHIELDED. Any LUMINAIRE whose LAMP wattage exceeds the values in Table 1, Column B shall be FULLY SHIELDED (Figure 1).

10.6.2.2 Control of LIGHT TRESPASS and GLARE

- a. Any LUMINAIRE whose distance from a LOT line is less than three times its height ($3 \times H$) shall be SHIELDED so that all DIRECT LIGHT cast in the direction

of STREETS, or abutting LOTS that are in Residential or Conservation USE, is cut off at an angle no more than 70 degrees measured from a vertical line directly below the LUMINAIRE (Figure 2). This requirement shall apply to all sides of the LUMINAIRE that emit light toward a LOT line that is less than $3 \times H$ away from the LUMINAIRE. The cut-off may be accomplished either by the LUMINAIRE photometric properties, or by a supplementary external shield.

- b) Additional shields that are installed to control LIGHT TRESPASS and GLARE as required herein shall be designed so that the parts of the shields that are exposed to the DIRECT LIGHT of the LUMINAIRE and visible from STREETS, or abutting LOTS that are in Residential or Conservation USE, shall have a flat-black, low-reflectivity finish.
- c) LUMINAIRES shall be SHIELDED so that LIGHT TRESPASS onto STREETS is less than 0.8 fc, and onto an abutting LOTS that are in Residential or Conservation USE, including such LOTS abutting on the opposite side of a STREET, is less than 0.3 fc. This measurement shall be made with a photometer placed horizontally on the ground at points at the LOT lines. The Lighting Plan (Section 5) shall include calculations demonstrating that this LIGHT TRESPASS criterion will be met.
- d) LUMINAIRES installed on one LOT to illuminate another LOT, or installed in a STREET, railroad, utility, or other right-of way to illuminate an adjacent LOT, are prohibited. As used in this subsection, LOT shall always mean LOT as defined in section 1.3 of this Bylaw.
- e) No single LUMINAIRE shall employ LAMP(s) exceeding a total of 400 watts, not including power for ballast or transformer.
- f) Strobe and flashing lights, and laser illumination, are prohibited except as allowed under Section 10.6.5 (Exemptions).

10.6.2.3 Hours of operation -

- a) All non-residential OUTDOOR LIGHTING, with the exception of STREETLIGHTS and safety or security lighting as defined herein, may be turned on no earlier than one hour before business hours and shall be turned off no later than 11 PM or one half an hour after close of business, whichever is later.
 - i. Business hours, as used here, is defined as the period of time during which at least one person is present for the purpose of conducting or concluding business on the LOT or in a STRUCTURE on the LOT.
 - ii. Safety lighting, as used here, is defined as lighting to safeguard the movement of persons by foot or by non-motorized vehicles or by vehicles for disabled persons over hazardous footing or in areas that conflict with vehicle traffic, or lighting for the purpose of aiding the visible detection and recognition of other persons. Safety lighting includes lighting for stairs, pedestrian ramps and tunnels, and pedestrian routes that are reasonably expected to be used after business hours.
 - iii. Security lighting, as used here, is defined as lighting to protect BUILDINGS, and property stored outdoors.
- b) Lighting controlled by motion detectors or infrared sensors with an on-time of no more than 10 minutes per activation is exempt from the hours-of-operation restriction. The motion detector shall be adjusted so that normal movement of vehicles and traffic along a STREET or public right of way shall not cause its activation.
- c) Lighting of recreational facilities must be turned off no later than one half-hour after the end of use.
- d) Lighting of the United States Flag and public monuments is exempt from these hours of operation provisions.

10.6.2.4 Special Provisions -

- a) Externally Illuminated Signs - Lighting for externally illuminated signs shall be projected downward from above. The LUMINAIRE shall be SHIELDED and shall comply with Section 10.6.2.2 (Control of LIGHT TRESPASS and GLARE). It shall be focused directly at the sign display area and SHIELDED so that the LAMP is not visible from STREETS, or abutting LOTS that are in Residential or Conservation USE (Figure 3).
- b) UP-LIGHTING - UP-LIGHTING is prohibited, except for illumination of the United States Flag, a BUILDING facade or a public monument. For any UP-LIGHTING, the LUMINAIRE shall be equipped with shields as necessary and shall comply with Section 10.6.2.2 including subsections b) through f). It shall be focused directly at the area of the target and SHIELDED so that the LAMP is not visible from a STREET, or a LOT that is in Residential or Conservation USE. Building facade illumination shall not exceed 0.25 watts of LAMP power per square foot of facade surface. The Lighting Plan shall specifically demonstrate compliance for any facade or monument UP-LIGHTING
- c) Illuminated Outdoor Recreation Facilities - Notwithstanding the requirement of Section 10.6.2.1 (LUMINAIRE design and shielding), the illumination of outdoor recreational facilities such as, but not limited to playing fields, pools, rinks, tennis courts, driving ranges, ski areas, or skateboard parks, shall be by either SHIELDED or FULLY SHIELDED LUMINAIRES. Such lighting shall be exempt from Sections 10.6.2.2.a) (seventy degree cut-off), 10.6.2.2.c) (LIGHT TRESPASS), and 10.6.2.2.e) (LAMPS not to exceed 400 watts per LUMINAIRE). The following requirements shall apply to illuminated outdoor recreation facilities:
 - i. Such SHIELDED LUMINAIRES shall be mounted at sufficient height and aimed so that the brightest part of the beam is elevated no more than 60 degrees above a point directly vertically below the LUMINAIRE (Figure 4). Light poles for recreation facilities may be as high as necessary to adequately illuminate the facility in compliance with the maximum 60 degree elevation angle, but shall not exceed a height of

85 feet. See section 5.3.5.3 of this Bylaw for a special permit to increase pole height.

ii. The LUMINAIRES shall be SHIELDED so that LIGHT TRESPASS onto STREETS, or abutting LOTS in Residential or Conservation USE, is less than 0.8fc. This measurement shall be made with a photometer positioned at the boundary and aimed directly at the LUMINAIRE. The Lighting Plan shall include calculations demonstrating that the LIGHT TRESPASS requirement will be satisfied.

iii. The LAMP shall not be visible from a STREET, or an abutting LOT that is in Residential or Conservation USE. Alternatively, the installer may retain a qualified independent lighting consultant to measure the maximum luminance visible from STREETS, or abutting LOTS that are in Residential or Conservation USE. The measurement report shall be delivered to the Building Commissioner and shall demonstrate that the maximum luminance apparent from a STREET, or an abutting LOT that is in Residential or Conservation USE, is not more than 2500 cd/sq.m.

d) LUMINAIRES in a Local Historic Districts - In Local Historic Districts, LUMINAIRES may be exempted from Section 10.6.2.1 (LUMINAIRE design and shielding) if the Historic District Commission specifically requires LUMINAIRES of a type that is not available in a version that meets the FULLY SHIELDED criterion. In such cases, such LUMINAIRES shall comply with IESNA CUTOFF light distribution standards.

Illumination for externally illuminated signs in a Local Historic District may be from below using UP-LIGHTING from SHIELDED LUMINAIRES. In this case, the LAMP shall not be visible from a STREET, or from an abutting LOT that is in Residential or Conservation USE, and shields shall comply with Section 10.6.2.2 b) (Visible part of shield has flat-black finish).

10.6.3 Total Site Power Limits

10.6.3.1 This section regulates the total amount of lighting that may be used on a LOT. For simplicity, this is accomplished through regulation

of the total amount of outdoor LAMP watts installed on the LOT, instead of the total lumen output. An OUTDOOR LIGHTING installation complies with this section if the actual Total Installed Watt Ratings of all LAMPS is no greater than the Allowed Lighting Power. Ballast and transformer power is not counted in this total.

10.6.3.2 The Allowed Lighting Power shall be the sum of contributions calculated according to the Activity Areas listed in sections 10.6.3.2.a) through f) below. Only those spaces on a LOT, which are covered with impervious materials, shall be counted towards Activity Areas. Activity Areas on a LOT shall be clearly marked and labeled on the Site Plan. There shall be no overlapping Activity Areas. For a space to be included in the total of an Activity Area, a LUMINAIRE must be within 100 feet of any such space.

a) Parking lots, driveways, walkways, bikeways - 0.1 watts per square foot of the area of parking lots, driveways, walkways, bikeways, and any other outdoor impervious surfaces on the LOT. These Activity Areas include a 5-foot wide margin of grade or landscaping around the impervious surfaces.

b) BUILDING entrance areas - 13 watts per linear foot of the width of all doors, plus six feet per door.

c) BUILDING CANOPIES - 0.4 watts per square foot of the ceiling area of walkway CANOPIES. For portions of BUILDING walkway CANOPIES extending over an entrance area, the Allowed Lighting Power may be regulated by section 10.6.3.2.b) above.

d) Retail sales CANOPIES: 0.9 watt per square foot of the ceiling area of service station and retail sales CANOPIES. Retail sales CANOPIES are covered spaces that are used for display or dispensing of products for sale.

e) Retail sales frontage - 20 watts per linear foot of sales frontage. Sales frontage is measured along the edge, as viewed from a STREET, of a paved or otherwise improved area used exclusively for the display of vehicles or other large objects for sale. For this purpose, sales frontage shall be assumed to be 20 feet deep.

- f) OUTDOOR SALES AREA - 0.8 watts per square foot times the area of the OUTDOOR SALES AREA. This area shall be specifically for the display and storage of vehicles, structures, or other large objects offered for sale, and shall not include driveways, walkways, service areas, storage, or other uses.
- 10.6.3.3 Unlit areas of the LOT may not be used to calculate Allowed Lighting Power. An illuminated area of the LOT is defined as within 100 feet of a LUMINAIRE on the LOT, or, if under a CANOPY, within 25 feet of a LUMINAIRE mounted under the CANOPY.
- 10.6.4 Lighting Plan
- 10.6.4.1 A Lighting Plan shall be included in all applications for a Site Plan Special Permit that proposes new or replacement lighting installations. For initial developments of land, a major modification (more than 25% of LUMINAIRES being modified or replaced), or a major addition (more than 25% increase in the number of LUMINAIRES), this lighting plan shall be certified to be valid and correct by its designer. The lighting plan shall contain:
- a) On the site plan - the location, height, shielding type of all existing and proposed outdoor LUMINAIRES, and the wattage rating of all LAMPS in each LUMINAIRE, including BUILDING or CANOPY mounted LUMINAIRES. Any existing off-site LUMINAIRES used to illuminate the LOT shall be included in the Lighting Plan. Activity areas (Section 10.6.3) shall be clearly marked on the Site Plan.
 - b) Manufacturer's data - For all LUMINAIRES, whose LAMP wattage is greater than Table 1, Column B, the manufacturer's specification data and technical drawings, including the LUMINAIRE LAMP wattage; photometric data showing that the LUMINAIRE is FULLY SHIELDED, including an electronic copy of the IES photometric file, or a reference to the file location on the manufacturer's website. Manufacturer's photometric specification that the LUMINAIRE is rated IESNA Full Cutoff (FCO) is sufficient to show that it is FULLY SHIELDED. For all LUMINAIRES whose LAMP wattage is less than values shown in Table 1, Column B but greater than values shown in Table 1, Column A, the manufacturer's specification data and technical drawings showing that it meets the definition of SHIELDED LUMINAIRE.
 - c) The data of previous sections a) and b) shall be organized into a table, with one line per LUMINAIRE.
 - d) Calculations showing that the maximum LIGHT TRESPASS allowed, Sections 10.6.2.2.c) (Light trespass) and 10.6.2.4.c) (Outdoor Recreational Facilities), will be satisfied by the design.
 - e) Calculation of the Allowed Lighting Power for the LOT according to Section 10.6.3 (Total Site Energy [Power] limits). Activity areas (Section 10.6.3) shall be clearly marked on the Site Plan.
 - f) Calculation of the Total Installed Lighting Power from the LUMINAIRES proposed for installation on the Lighting Plan plus any existing LUMINAIRES intended to remain in use, and demonstration that Total Installed Lighting Power does not exceed the Allowed Lighting Power.
- 10.6.4.2 Submission and subsequent approval of a plan does not relieve the applicant of responsibility to demonstrate conformity to all sections of this bylaw, both in the individual LUMINAIRES as built, and for the entire LOT as built. The designer shall submit an as-built plan that correctly reflects the as-built installation, and shall certify that the as-built installation conforms to the requirements of this bylaw.
- 10.6.5 Exemptions - The following lights shall be exempt from the standards of this bylaw:
- 10.6.5.1 Internally illuminated signs.
 - 10.6.5.2 Temporary holiday lighting.
 - 10.6.5.3 Emergency lighting such as used by the Police, Fire Department, or other official or utility emergency personnel. Placement of longer-term emergency lighting shall, to largest extent possible, take into consideration the detrimental effects of GLARE on passing motorists and pedestrians, and on residential LOTS.
 - 10.6.5.4 Temporary lighting used on construction sites. All such lighting shall be placed and directed to minimize the detrimental effects of GLARE on passing motorists and pedestrians, and on residential LOTS.

10.6.5.5 Lighting during special events such as fairs, celebrations, or concerts sponsored by the Town of Acton or authorized by the Acton Board of Selectmen. Lighting for festivals and carnivals is exempt but should be in keeping with the intent of this ordinance.

10.6.5.6 Warning and alarm lights that alert to a malfunction or emergency situation.

10.6.6 Definitions
CANOPY - an opaque ceiling over installed lighting.

CUTOFF (CO) - A LUMINAIRE light distribution, specified by the IESNA, where the intensity in candela per 1000 LAMP lumens does not numerically exceed 25 (2.5%) at a vertical angle of 90 degrees above nadir, and 100 (10%) at a vertical angle of 80 degrees above nadir. Nadir is the point directly vertically below the LUMINAIRE. A FULL CUTOFF (FCO) LUMINAIRE is also a CUTOFF LUMINAIRE.

DIRECT LIGHT - Light emitted directly from the LAMP, from the reflector or reflector diffuser, or through the refractor or diffuser lens of a LUMINAIRE.

FOOT CANDLE (fc) - Unit of ILLUMINANCE; One lumen per square foot.

FULL CUTOFF (FCO) - A LUMINAIRE light distribution, specified by the IESNA, where zero candela intensity occurs at an angle of 90 degrees above nadir, and at all greater angles from the nadir. Additionally, the candela per 1000 LAMP lumens does not numerically exceed 100 (10 percent) at a vertical angle of 80 degrees above nadir. Nadir is the point directly vertically below the LUMINAIRE. A FCO LUMINAIRE is FULLY SHIELDED.

FULLY SHIELDED: constructed in such a manner that no light emitted by the fixture, either directly from the LAMP or a diffusing element, or indirectly by reflection or refraction from any part of the LUMINAIRE, is projected above a horizontal plane passing through the lowest direct-light-emitting part of the LUMINAIRE. (Figure 1). BUILDING CANOPIES, overhangs, roof eaves and similar types of construction shall not be considered as the means for providing the FULLY SHIELDED light cut-off characteristic. This shall be achieved by the LUMINAIRE itself. (Figure 5)

GLARE - The sensation of visual discomfort or loss in visual performance and visibility produced by luminance within the visual field that is sufficiently greater than the luminance to which the eyes are adapted.

INDIRECT LIGHT - DIRECT LIGHT that has been reflected off the surface of any permanently constructed object other than the source LUMINAIRE.

IESNA or IES - Illuminating Engineering Society of North America. A professional association of lighting engineers and lighting manufacturers generally recognized as the definitive source for illumination recommendations in the United States. An IES photometric file is defined by IESNA standards.

ILLUMINANCE - The luminous flux incident per unit area, expressed in FOOT CANDLE (one LUMEN per square foot). Horizontal or vertical ILLUMINANCE is that measured with a photometer cell mounted horizontally or vertically.

LAMP - The light source component of a LUMINAIRE that produces the actual light.

LIGHT TRESPASS - DIRECT or INDIRECT LIGHT produced by an artificial light source and which shines outside the boundaries of the LOT containing the LUMINAIRE.

LUMINAIRE - A complete OUTDOOR LIGHTING unit or fixture including a LAMP or LAMPS, together with the parts designed to distribute the light, to position and protect the LAMPS, and to connect the LAMPS to the power supply, but not including a pole on which the LUMINAIRE may be mounted.

OUTDOOR LIGHTING - The night-time illumination of an outside area or object by a LUMINAIRE located outdoors. LUMINAIRES under a CANOPY are considered outdoor lights and are regulated by this bylaw.

OUTDOOR SALES AREA - A static display of goods for sale at night, such as automobile sales lots, landscaping and nursery businesses, outdoor construction material sales lots, and outdoor activity areas such a miniature golf, family fun centers, and permanent swap meets. An OUTDOOR SALES AREA location is not covered by CANOPIES or other STRUCTURES.

SHIELDED - A LUMINAIRE employing a shield to prevent GLARE The LUMINAIRE shall have a generally downward distribution of light and must have a top shield to minimize upward light.

STREETLIGHTS - LUMINAIRES installed within a STREET and intended primarily for the illumination of the STREET.

UP-LIGHTING - DIRECT LIGHT illumination distributed above a 90 degree horizontal plane through the lowest DIRECT LIGHT emitting part of the LUMINAIRE.

10.6.7 Figures and Tables

. FULLY SHIELDED. No light emitted above a horizontal plane through the lowest DIRECT-LIGHT-EMITTING part of LUMINAIRE.

. Not FULLY SHIELDING. Light is emitted above a horizontal plane through the lowest DIRECT-LIGHT-EMITTING part of LUMINAIRE.

Table 1. LUMINAIRES whose LAMP wattage exceeds the values in Column A of this table shall be SHIELDED.

Lamp type	A; SHIELDED	B; FULLY SHIELDED
Incandescent, Halogen	60w	120 w
High Pressure Sodium, Metal Halide, Mercury Vapor, other HID	35 w	35 w
Fluorescent, Low Pressure Sodium	13 w	20 w

C. Insert a new section 5.3.5.3 as follows

5.3.5.3 In all Districts, the Planning Board may by special permit increase the height limits in the Table of Standard Dimensional Regulations for light poles that illuminate outdoor recreation facilities such as, but not limited to, playing fields, pools, rinks, tennis courts, driving ranges, ski areas, or skateboard parks that are operated as a Recreation, Municipal, or Commercial Recreation USE. In considering a special permit, the Planning Board shall take into account the trade-offs between the height of light poles and the improved illumination of the facility, and it shall weigh any mitigating effects on light trespass and glare. The luminaires on such light poles shall comply with section 10.6.2.4.c) of this bylaw. No such light poles shall exceed a height of 85 feet.

D. Delete Section 7.4.3.3 and replace it with a new section 7.4.3.3 as follows:

7.4.3.3 Except as otherwise provided herein, illumination for any SIGN shall be provided through a stationary external light source, with the light projected downward from above and in compliance with section 10.6.2.4.a) of this bylaw. In no case shall the illumination of a SIGN cause blinding or otherwise obstruct the safe vision of any traffic participant anywhere. SIGN illumination through an external source shall always be white or off-white.

[Note: Section 7.4.3.3 currently reads:

7.4.3.3 Except as otherwise provided herein, illumination for any SIGN shall be provided through an external light source which shall be stationary, and concealed or hidden so that it is invisible from any abutting property and practically invisible to the casual passerby on or outside the LOT. Such light source shall be directed primarily onto the SIGN and maintained at a sufficiently low intensity and brightness to avoid glare. In no case shall the illumination of a SIGN cause blinding or otherwise obstruct the safe vision of any traffic participant anywhere. SIGN illumination through an external source shall always be white or off-white.]

, or take any other action relative thereto.

MOTION:

Mr. Shupert moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES BY 2/3 VOTE

ARTICLE 27 # A RESOLUTION OF THE TOWN OF ACTON AFFIRMING OUR CIVIL LIBERTIES (Majority vote)

Whereas, the Town of Acton denounces terrorism and appreciates and supports those who defend us from terrorism and terrorist attacks: the men and women serving in our armed forces, federal, state and local law enforcement officers, firefighters, & health service professionals, and

Whereas, the Town of Acton values a diverse population whose contributions to the community are essential to its vitality and character, and

Whereas, the Town of Acton has an historic and distinguished tradition of fighting for the civil liberties for all people as expressed in the Constitution of the United States and the Constitution of the Commonwealth of Massachusetts, and

Whereas, the First Amendment to the United States Constitution states " Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof;

or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances,” and

Whereas, the Fourth Amendment states “the right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized,” and

Whereas, the Sixth Amendment guarantees defendants the following rights: “the right to a speedy and public trial, by an impartial jury, to be informed of the nature and cause of the accusation, to be confronted with the witnesses against him, to have the assistance of counsel for his defense,” and

Whereas, the Eighth Amendment states “excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted,” and

Whereas, the Fourteenth Amendment states “...nor shall any State deprive any person of life, liberty, or property without due process of law, nor deny to any person within its jurisdiction the equal protection of laws,” and

Whereas, we believe these liberties are precious & are now being threatened by the USA

PATRIOT Act, which:

- All but eliminates judicial supervision of telephone and Internet surveillance;
- Greatly expands the government's ability to conduct secret searches;
- Give the U.S. Attorney General and the Secretary of State unchecked power to designate domestic groups as "terrorist organizations," and
- Grants the FBI broad and unsupervised access to sensitive medical, mental health, financial, and educational records about individuals without having to show evidence of a crime and without a court order; and

Whereas, Federal Executive Orders

- Establish secret military tribunals for terrorism suspects;
- Permit wiretapping of conversations between federal prisoners and their lawyers;
- Lift Department of Justice regulations against illegal COINTELPRO operations by the FBI (i.e., convert activities that in the past targeted domestic groups and individuals), and
- Limit the disclosure of public documents & records under the Freedom of Information Act;

Whereas, Town employees are prevented from protecting the constitutional rights of citizens of Acton according to Section 215 of the USA PATRIOT Act and are at risk of prosecution due to the conflict between said Section and the Constitution of the United States;

NOW, THEREFORE, in keeping with the spirit and history of the Town of Acton, **BE IT RESOLVED THAT:**

1. The Town of Acton has been and remains firmly committed to the protection of civil liberties. We affirm our commitment to embody the spirit of democracy, to embrace and defend human rights and civil liberties for all regardless of citizenship, gender, sexual orientation, racial identification, religious affiliation, age or country of origin.
2. The Town of Acton calls upon all private citizens, including residents, employers, and business owners, to demonstrate similar respect for each others' civil rights and civil liberties.
3. The Town of Acton affirms its strong opposition to those parts of the USA PATRIOT Act, any Justice Department directives, or Executive Orders that weaken or destroy our civil liberties.
4. The Town Manager shall be directed to transmit a copy of this resolution to all members of the Massachusetts Congressional Delegation, the President of the United States, and the U.S. Attorney General accompanied by a letter urging them to:
 - Thoroughly and immediately assess the impact of the USA PATRIOT Act on individual civil liberties;
 - Work to repeal provisions of the USA PATRIOT Act and other laws and regulations that infringe on civil rights and liberties;
 - Closely monitor federal anti-terrorism tactics;
 - Oppose further legislation & Executive Branch Orders that violate our Bill of Rights.
5. The Town Manager shall be directed to transmit a copy of this resolution to the Governor, Attorney General of the Commonwealth of Massachusetts, and Acton's delegation to the General Court of Massachusetts.

MOTION:

Ms. Kennedy moves that the Town adopts the non-binding resolution as set forth in the Article.

MOTION CARRIES

MOTION: Mr. Foster moves to adjourn the Annual Town Meeting at 10:22 PM until April 13, 2004 at the Acton-Boxborough Regional High School Auditorium at 7:00pm.

MOTION CARRIES UNANIMOUSLY

APRIL 13, 2004

The Moderator, Mr. MacKenzie, calls the adjourned session of the 2004 Annual Town Meeting to order at 7:04 PM

Planning Board Chairperson, Mrs. Lauren Rosenzweig introduces Dave Brown of the EAVC who presents and explains the articles to amend the Zoning Bylaws.

ARTICLE 28 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN VILLAGE GREEN REZONING

(Two-thirds vote)

To see if the Town will vote to amend the zoning map, Map No. 1, by rezoning from Limited Business (LB) to Agriculture Recreation Conservation (ARC) an area of land shown in the 2003 Town Atlas on map G-4 as parcel 212, or take any other action relative thereto.

MOTION:

Mr. Brown moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 29 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN 8 WETHERBEE STREET REZONING

(Two-thirds vote)

To see if the Town will vote to amend the zoning map, Map No. 1, by rezoning from Small Manufacturing (SM) to East Acton Village (EAV) an area of land shown in the 2003 Town Atlas on map G-5 as parcel 69, or take any other action relative thereto.

MOTION:

Mr. Brown moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 30 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN EAV DISTRICT USE REGULATIONS

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw, section 3 as follows [Notes in italic print are not part of the article but are intended for explanation only]:

- A. In the Table of Principal Uses, delete the EAV column and replace it with a new EAV column as follows [Y = the use is allowed; N = the use is not allowed; SPA or SPS = the use may be allowed by special permit. For reference purposes, where changes are proposed in the EAV district, the present designation is shown in brackets]:

VILLAGE DISTRICTS

PRINCIPAL USES

EAV

3.2 GENERAL USES

3.2.1	Agriculture	Y
3.2.2	Conservation	Y
3.2.3	Recreation	N

3.3 RESIDENTIAL USES

3.3.1	Single FAMILY Dwelling	Y
3.3.2	Single FAMILY Dwelling with One Apartment	Y
3.3.3	Two-FAMILY Dwelling	Y [N]
3.3.4	Dwelling Conversions	SPA
3.3.5	Multifamily Dwelling	Y (3) [N(3)]

3.4 GOVERNMENTAL INSTITUTIONAL & PUBLIC SERVICE USES

3.4.1	Municipal	Y
3.4.2	Educational	Y
3.4.3	Religious	Y
3.4.4	Nursing Home	N [SPS]
3.4.5	Public or Private Utility Facilities	SPS [Y]
3.4.6	Child Care Facility	Y
3.4.7	Other Public Use (4)	SPS
3.4.8	Full Service Retirement Community	SPS
3.4.9	Assisted Living Residence (5)	SPS
3.4.10	Wireless Communication Facility (6)	N
3.4.11	Commercial Education or Instruction	Y [SPS]

3.5 BUSINESS USES

3.5.1	Retail Store	SPS (11) [Y]
3.5.2	Office	SPS (11) [Y]
3.5.3	Health Care Facility	Y
3.5.4	Hospital, Medical Center	N
3.5.5	Restaurant (8)	SPS
3.5.6	Combined Business & Dwelling	Y
3.5.7	Hotel, Motel, Inn, Conference Center	SPS
3.5.8	Bed & Breakfast	Y
3.5.9	Lodge or Club	SPS
3.5.10	Veterinary Care	SPS [N]
3.5.11	Animal Boarding	N
3.5.12	Services	Y
3.5.13	Repair Shop, Technical Shop, Studio	Y
3.5.14	Building Trade Shop	N [Y]
3.5.15	Commercial Recreation (9)	SPS (11) [SPS]
3.5.16	Commercial Entertainment	Y [N]
3.5.17	Golf Course in Residential Districts	N

3.5.18	Cross-Country Skiing in Residential Districts	N
3.5.19	Vehicle Service Station	N [SPS]
3.5.20	Vehicle Repair	N
3.5.21	Vehicle Body Shop	N
3.5.22	Vehicle Sale, Rental	N
3.5.23	Parking Facility	N [Y]
3.5.24	Transportation Services	N
3.5.25	Adult Uses	N

3.6 INDUSTRIAL USES

3.6.1	Warehouse	N
3.6.2	Distribution Plant	N
3.6.3	Manufacturing	N
3.6.4	Scientific	N

B. In the Table of Principal Uses, insert the following new footnotes:

(3) Not more than four DWELLING UNITS shall be permitted per multifamily dwelling.

(11) No special permit shall be required for this USE if its NET FLOOR AREA is 5000 square feet or less.

and renumber existing footnotes (3) through (9) to become footnotes (4) through (10) respectively.

C. Amend section 3.5.5 by adding at its end the following sentence:

“In the EAV District, service through walk-up windows may be allowed, and patios may be open and accessible from the outside.”

[Note: Section 3.5.5 currently reads:

3.5.5 Restaurant - Establishment where food and beverages are sold within a BUILDING to customers for consumption 1) at a table or counter, or 2) on a patio closed on all sides with entrance to the patio normally available only from the BUILDING, or 3) off the premises as carry-out orders, except that drive-up service shall not be allowed, or 4) any combination of the above. In the OP-2 and the TD District, the minimum square footage for an individual restaurant shall be 5,000 square feet measured in NET FLOOR AREA.]

D. Delete section 3.5.6 and replace it with a new section 3.5.6 as follows:

3.5.6 Combined Business and Dwelling - A LOT used for business USES and for not more than four DWELLING UNITS. Business USES and DWELLING UNITS may be in the same BUILDING or in separate BUILDINGS. In the EAV District, the

limit of four DWELLING UNITS shall not apply provided that the DWELLING UNITS are in the same BUILDING as business USES, or that not more than four DWELLING UNITS are within a multifamily dwelling. In the NAV District the limit of four DWELLING UNITS shall not apply where dwelling units are created through the application of Sections 5.4 and 5.5.

[Note: Section 3.5.6 currently reads:

Combined Business and Dwelling - A LOT used for business USES and for not more than four DWELLING UNITS except as otherwise provided for in the NAV and EAV Districts. Business USES and DWELLING UNITS may in the same BUILDING or in separate BUILDINGS.]

E. Insert a new section 3.9.3 as follows:

3.9.3 Nonresidential USES in the EAV District - In the EAV District, only the following USES shall be allowed on the ground floor of commercial or mixed use BUILDINGS: Retail Stores; Restaurants; Hotel, Motel, Inn, Conference Center; Bed & Breakfast; Lodge or Club; Veterinary Care; Services; Commercial Entertainment; Commercial Recreation; real estate agency; insurance agency; travel agency; law office; medical and dental offices; walk-in clinic; and Repair Shop, Technical Shop, Studio.

, or take any other action relative thereto.

MOTION:

Mr. Brown moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 31 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN EAV DIMENSIONAL REGULATIONS

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw, section 5, Table of Standard Dimensional Regulations, by deleting the line for EAV and replacing it with a new line for EAV as follows: [Notes in italic print are not part of the article but are intended for explanation only. For reference purposes, where changes are proposed in the EAV district, the present designation is shown in brackets]:

Zoning Districts	Minimum Lot Area In sq. ft.	Minimum Lot Frontage in feet	Minimum Lot Width in feet	Minimum Front Yard in feet	Minimum Side & Rear Yard in feet	Minimum Open Space in percent	Maximum Floor Area ratio	Maximum Height in feet
EAV	NR [10,000]	NR [100]	NR [50]	10 (10) [10(9)]	NR (1) [10(1)]	25% [35%]	0.20 (4)	36

and, delete in the first sentence of footnote (10) the words "SAV District" and replace them with the words "SAV and EAV Districts".

[Note: The first sentence of footnote (10) currently reads: "The maximum front yard shall be ten (10) feet in the WAV District and twenty feet (20') in the SAV District, or the lesser of the front yards of the two BUILDINGS or STRUCTURES on either side, whichever is the least".]

, or take any other action relative thereto.

MOTION:

Mr. Brown moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 32 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN EAV SPECIAL PROVISIONS (Two-thirds vote)

To see if the Town will vote to amend section 5.5 of the zoning bylaw as follows [Notes in italic print are not part of the article but are intended for explanation only]:

- A. Delete section 5.5.1 and place a new purpose statement under the existing title of section 5.5 - Special Provisions for Village Districts, as follows:

"Purposes - The purposes of this section are to set forth specific provisions regarding development scale and intensity in the Village Districts in order to promote compact development patterns, a mixture of housing and businesses, the preservation and vitality of small businesses, pedestrian amenities and pedestrian-scale environments, and environmentally sustainable design and construction."

[Note: Section 5.5.1 currently reads:

Purpose - The purpose of this Section is to set forth specific provisions regarding development intensity in the Village Districts in order to promote compact development patterns, preservation and vitality of small businesses; and pedestrian-scale environments.]

- B. After the Purpose statement of section 5.5, insert a new section title as follows:

"5.5A Business Size Limits in Village Districts"

and re-number section 5.5.2 - Maximum Floor Area of Businesses and Industries, to become new section 5.5A.1, and delete the column for EAV in the table of this section and replace it with a new column for EAV as follows [All limits are expressed in square feet. Where changes are proposed, the current floor area limits are shown in italic print]:

PRINCIPAL USES	VILLAGE DISTRICTS
	EAV
3.4.11 Commercial Education or Instruction	5,000
3.5.1 Retail Store	7,500 [5,000]
3.5.2 Office	7,500 [5,000]
3.5.3 Health Care Facility	5,000
3.5.5 Restaurant	5,000
3.5.9 Lodge or Club	5,000 [NR]
3.5.10 Veterinary Care	5,000 [NR]
3.5.12 Services	5,000
3.5.13 Repair Shop, Technical Shop, Studio	5,000
3.5.14 Building Trade Shop	5,000
3.5.15 Commercial Recreation	7,500 [NR]
3.5.16 Commercial Entertainment	5,000 [NR]
3.6.3 Manufacturing	NR
	NR = No Regulation

and, for line 3.4.11 insert the letters NR under the column headings NAV, SAV, and WAV.

[Note: Line item 3.4.11 is a new entry in this table. It is an allowed use by special permit in the other Village Districts, but no size limitations exist for that use in those districts. Line 3.6.3 is an existing entry in the table, but Manufacturing is not an allowed use in the EAV District. Therefore, size regulations are not applicable in this district.]

- C. Insert a new section title 5.5B as follows:

5.5B Special Provisions for the East Acton Village District

and insert a new section 5.5B.1 as follows:

5.5B.1 Design Provisions for the East Acton Village District

5.5B.1.1 Purpose - In the East Acton Village District, the principal goal guiding the regulations set forth herein is to sustain and encourage a vital business center that provides needed goods, services, and jobs in a manner that is compatible with Acton's historic development pattern and establishes pedestrian accessibility and circulation throughout the East Acton Village area in order to limit vehicular congestion. These regulations will provide clear guidance to those who would like to expand or locate businesses in the East Acton Village District. They will also ensure that future development will help create the form, cohesion, order, and supporting infrastructure that will identify the East Acton Village District as an attractive, pleasant, and desirable center for business, shopping, and other commercial and community activities. The layout and design of the sites and BUILDINGS shall be conducive to pedestrian use. The purpose of the design principles herein is to provide convenient and efficient pedestrian access within the East Acton Village District; to connect the East Acton Village District via pedestrian ways to surrounding neighborhoods and facilities which are otherwise separated with landscape buffers; to provide a safe and comfortable pedestrian environment with walkways, pedestrian conveniences and amenities; and to encourage BUILDINGS with a pedestrian oriented scale and design. For more guidance related to the layout and design of sites and buildings in the East Acton Village (EAV) District, please refer to the East Acton Village Plan as amended.

5.5B.1.2 The following standards shall apply to all STRUCTURES and additions to STRUCTURES for which a Site Plan Special Permit is required on LOTS in the EAV District:

- a) The Sidewalks - The Site Plan Special Permit Granting Authority shall require sidewalks along the LOT'S FRONTAGE on a STREET or STREETS. The sidewalk shall be at least 10 feet wide but wider where necessary to allow pedestrian shopping and activities to spill out onto the sidewalk. Sidewalks may be located wholly or partially within the STREET layout. If on LOTS, sidewalks shall be considered part of the minimum required OPEN SPACE. The sidewalk shall be separated, where feasible,

from the vehicular roadway with a landscaped buffer to provide both safety to pedestrians and to create the sense of village. The landscaped buffer shall consist of shade trees placed at appropriate intervals and other landscaping and STREET design elements such as benches and shrubs, and it may consist in part of on-STREET vehicular parking spaces.

- b) Walkways - The Site Plan Special Permit Granting Authority shall require walkways among BUILDING entrances using straight and/ or gently curving paths connecting BUILDINGS to BUILDINGS, BUILDINGS to STREETS, and BUILDINGS to sidewalks with minimal interruption by driveways. Parking lot aisles, along with access and interior driveways, do not count as walkways. Walkways should include "bulges" to allow for gathering points that may include special features (e.g., water elements, sculptures, statues, etc.). Special features should be designed for public interaction. Benches and other places for people to wait, bicycle racks, stroller bays, and other pedestrian amenities may be required near building entrances if deemed appropriate by the Site Plan Special Permit Granting Authority. Where feasible, walkways should have some degree of enclosure achieved through the use of BUILDING fronts, trees, low hedges, arcades, trellised walks, or other means in order to positively define its space. Walkways and related pedestrian amenities on LOTS under this Section b) and the following Sections c) and d) shall be considered part of the minimum required OPEN SPACE.
- c) Connections between LOTS - The Site Plan Special Permit Granting Authority shall require driveway and walkway connections to abutting LOTS within the EAV District using the standards from Section b) above. Where such connections are not available due to existing conditions on abutting LOTS, provisions shall be required to connect to such abutting LOTS at a future date in locations determined by the Site Plan Special Permit Granting Authority.
- d) Connections to EAV Surroundings - The Site Plan Special Permit Granting Authority shall require pedestrian connections to abutting neighborhoods and facilities outside the EAV District using the standards from Section b) above. Where such connections are not available due to existing conditions in the surrounding area, provisions shall be required for

such connections at a future date in locations determined by the Site Plan Special Permit Granting Authority.

- e) The Pedestrian Plaza - Where a LOT has on it STRUCTURES totaling a NET FLOOR AREA of 30,000 square feet or more, it shall have one or more pedestrian plazas on it.

- i. The combined area of pedestrian plazas shall measure at least 5% of the NET FLOOR AREA on the LOT, but not more than 3,000 square feet in combined area shall be required. At least one of the pedestrian plazas shall measure 1,500 square feet or more with a minimum side dimension of 20 feet. No pedestrian plaza shall measure more than 3,000 square feet.
- ii. The pedestrian plaza shall be a natural gathering spot at the STREET level in front of a BUILDING, on the side of a BUILDING, or in between BUILDINGS, which is to be used exclusively by pedestrians and connects to the sidewalk and walkways. For the purpose of this Section, a pedestrian arcade located within a BUILDING footprint and open to the outdoors may be counted towards the minimum area required for a pedestrian plaza.
- iii. The pedestrian plaza shall be designed open on one side to an adjacent larger space, natural view, or activity area such as an outdoor cafe, coffee cart, food stand, basketball hoop, game tables, or playground. Within the pedestrian plaza, at least one seating area or activity pocket shall be placed along the edge of the plaza looking into the plaza. The pedestrian plaza shall be accented with pedestrian amenities such as benches, kiosks and other partly enclosed outdoor structures to facilitate waiting and/ or group activities. Where feasible, add a few steps at the edge where stairs come down or where there is a natural change in grade. Make these raised areas immediately accessible from below so that people may congregate and sit to watch the local activity. To create minor boundaries between outdoor areas and/ or BUILDINGS where there is no grade change., add "sitting walls". Sitting

walls should be no higher than 16 inches and wide enough to sit on (at least 12 inches wide).

- iv. Shade trees, ornamental trees and other landscaping shall be included to provide shelter from the sun, to reduce noise, to beautify/ enhance the appearance of the EAV District and to mitigate fumes. All landscaping shall use species that are tolerant to the climatic conditions in Acton and shall be designed to facilitate ongoing maintenance and watering.
- v. Notwithstanding any other provisions of this Bylaw to the contrary, the serving of foods and drinks at outdoor tables shall be permitted in a pedestrian plaza.
- vi. A pedestrian plaza shall be considered part of the minimum required OPEN SPACE. The area required for a sidewalk shall not be included in the pedestrian plaza.

f) Driveways and Parking Lots -

- i. No driveway or parking lot shall be placed in the portion of a LOT that is directly in front of a BUILDING as seen from a STREET, whether or not the BUILDING is located on the same LOT as the driveway or parking lot, except that a driveway and parking lot may be placed in the front of a BUILDING that is located in the rear of another BUILDING when viewed from a STREET. No driveways or parking lots shall be located between a pedestrian plaza and a STREET, nor shall any driveway or parking lot intersect or be mixed with a pedestrian plaza.
- ii. Vehicular driveways and parking lots may be located to the side and rear of BUILDINGS, to the rear of a pedestrian plaza or underground. Where parking is located to the rear of BUILDINGS with additional BUILDINGS behind, a quadrangle effect should be created allowing parking, landscaping, and walkways / bikeways within this center area surrounded on all sides by shops and activity centers.

g) BUILDING Design -

- i. At least 60 percent of the front side of a LOT facing a STREET, measured in percentage of linear feet of the LOT FRONTAGE, shall be occupied by BUILDINGS or by a pedestrian plaza that are located within 20 feet of the STREET sideline. A reduction of this requirement of the front side of a LOT may be allowed provided the Site Plan Special Permit Granting Authority finds that the alternative design features are consistent with Section 5.5B.1.1 of this Bylaw.
- ii. BUILDINGS shall be of a design similar to the architecture in historic commercial centers of New England in terms of scale, massing, roof shape, spacing, and exterior materials. Alternative designs may be allowed provided the Site Plan Special Permit Granting Authority finds the alternative design is consistent with Section 5.5B.1.1 of the Bylaw.
- iii. BUILDING facades facing STREETS or pedestrian plazas are also referred to herein as the BUILDING front(s) or BUILDING front facade(s). Such BUILDING fronts shall have setbacks only to accommodate sidewalks and/or pedestrian plazas or amenities and shall have a vertical orientation, meaning either that the BUILDING shall actually have a greater height than width, or that the facades and roof lines of the BUILDING are designed to reduce the massing and bulk so that it appears as a group of smaller masses with a distinct vertical orientation.
- iv. The BUILDING front facades shall be articulated to achieve a human scale and interest. The use of different textures, shadow lines, uneven angles, detailing and contrasting shapes is required. Not more than 50 feet of a BUILDING front shall be in the same vertical plane.
- v. The BUILDING front facade(s) shall be faced with materials that resemble historic New England architecture.
- vi. On the BUILDING fronts, the ground floor shall be designed to be occupied by businesses with a higher percentage of walk-in traffic (e.g., Retail Stores, Restaurants, Service related businesses, Commercial Entertainment).
- vii. The main business entrance to each ground floor business, identified by the larger doors, signs, canopy, or similar means of highlighting, shall be from the BUILDING front.
- viii. Arcades and canopies are encouraged. They shall not be considered part of the BUILDING. These arcades and canopies should be used to connect the BUILDINGS to one another so that a person can walk from place to place under shelter. Arcades and canopies may be located within the 10-foot front yard setback where the Site Plan Special Permit Granting Authority finds such placement appropriate and consistent with Section 5.5B.1.1 of the Bylaw.
- ix. The BUILDING front(s) shall contain windows covering at least 15 percent of the facade surface. Windows shall be highlighted with frames, lintels, and sills, or equivalent trim features.
- x. Except for ground level display windows, windows shall have a 2:1 ratio of height to width. Alternative window designs may be allowed provided the Site Plan Special Permit Granting Authority finds them to be consistent with Section 5.5B.1.1 of the Bylaw and that they enhance one or more architectural features.
- xi. On the ground level portion of the BUILDING front, the amount of windows in the facade surface shall be at least 20 percent but not larger than 80 percent. Ground floor display windows shall be framed on all sides by the surrounding wall. They shall be highlighted with frames, lintels and sills or equivalent trim features, or may instead be recessed into the wall or projected from the wall.
- xii. Mirror windows and highly reflective surfaces shall not be allowed on the BUILDING fronts.

- xiii. Roofs shall be gabled with a minimum pitch of 9/12 (9" vertical for every 12" horizontal) and have overhanging eaves of at least one foot. Two or three story BUILDINGS, or two or three story portions of a BUILDING, may have a flat roof provided that the tops of the BUILDING front facades are treated with an articulated cornice, dormers, or other architectural treatment that appears an integral part of the BUILDING from all visible sides of the BUILDING.
- xiv. The main features of the architectural treatment of the BUILDING front facades, including the materials used, shall be continued around all sides of the BUILDING that are visible from a STREET or a pedestrian plaza. The Site Plan Special Permit Granting Authority may approve alternate treatment of side and rear BUILDING walls that is consistent with Section 5.5B.1.1 of the Bylaw and preserves the architectural integrity of the BUILDING as a whole.
- xv. Garage doors or loading docks shall not be allowed in the BUILDING fronts.
- xvi. BUILDING service and loading areas shall incorporate effective techniques for visual and noise buffering from adjacent USES.
- xvii. Accessory structures, air conditioning equipment, electric utility boxes, satellite dishes, trash receptacles, and other ground level utilities shall be unobtrusive when viewed from the STREET and adjacent LOTS.
- xviii. Rooftop mechanical equipment shall be screened from public view by the use of architecturally compatible materials.

, or take any other action relative thereto.

MOTION:

Ms. Williams moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 33 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN SITE PLAN REVIEW THRESHOLD FOR EAV

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw, section 10, as follows [Notes in italic print are not part of the article but are intended for explanation only]:

- A. Delete the lead paragraph of section 10.4.1.1 and replace it with a new lead paragraph 10.4.1.1:

10.4.1.1 In the EAV, SAV and WAV Districts, a Site Plan Special Permit shall be required in all instances

[Note: Section 10.4.1.1 currently reads:

- 10.4.1.1 In the WAV and SAV Districts, a Site Plan Special Permit shall be required in all instances
 - 1) for the initial development of land specified in Section 3, Table of PRINCIPAL USES as requiring a Site Plan Special Permit and for all ACCESSORY USES thereto, or
 - 2) where the NET FLOOR AREA of an existing BUILDING is increased 500 square feet or more for USES designated as requiring a Site Plan Special Permit on the Table of PRINCIPAL USES, or
 - 3) where a USE designated as requiring a Site Plan Special Permit on the Table of PRINCIPAL USES is expanded in ground area by 500 square feet or more of either impervious material, open storage or any area of the site devoted to the conduct of the PRINCIPAL or ACCESSORY USE.]

- B. Insert a new section 10.4.3.11 as follows:

10.4.3.11 Special Provisions Applicable to the EAV District - In the EAV District the site and BUILDING design shall be in compliance with Section 5.5B of this Bylaw.

, or take any other action relative thereto.

MOTION:

Ms. Williams moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 34 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN EAV-2 DISTRICT

(Two-thirds vote)

To see if the Town will vote to amend the zoning map and bylaw, as follows [Notes in italic print are not part of the article but are intended for explanation only]:

- A. **Zoning Map, Map No. 1** Rezone to East Acton Village 2 (EAV-2) the following parcels of land identified by their 2003 Town Atlas Map and Parcel numbers [Street addresses and current zoning designation are shown for reference purposes only].

Present			
Map	Parcel		Street Address
F-4	54	LB	136 Great Rd
F-4	67	LB	134 Great Rd
F-4	67-1	LB	132 Great Rd
F-4	69*	LB / R-8	129 & 133 Great Rd
F-4	69-1	LB / R-8	125 Great Rd
F-4	104	LB	128 Great Rd
G-4	10	LB	126 Great Rd
G-4	143	SM	13 Wetherbee St
G-5	82	SM	18 Wetherbee St
G-5	82-1	SM	30 & 30A Great Rd
G-5	83**	SM / EAV	1-13 Keefe Rd
G-5	90	SM	19 Keefe Rd
G-5	92	SM	21 Keefe Rd
G-5	93	SM	25 Keefe Rd

* Rezone to EAV-2 only that portion of parcel F-4/69 that is shown as Lot 1C on a Plan of Land in Acton, Massachusetts for Distinctive Acton Homes by Stamski and McNary, Inc., dated April 4, 2003 and endorsed by the Acton Planning Board as an Approval-Not-Required-Plan on May 27, 2003 (Engineering Department plan file #3668).

** Rezone to EAV-2 only that portion of parcel G-5/83 that is presently zoned SM

- B. **Zoning Bylaw - Section 2** In section 2.1 insert the following new zoning district classification under the heading of Village Districts:
East Acton Village 2 EAV-2

- C. **Zoning Bylaw - Section 3.** In the Table of Principal Uses insert the following new EAV-2 column under the heading for Village Districts [In the table below Y indicates that the use is allowed by right, N indicates that the use is prohibited, and SPA, SPS or SPP indicate that the use may be allowed by special permit.]:

VILLAGE DISTRICTS EAV-2

PRINCIPAL USES

3.2 GENERAL USES

3.2.1	Agriculture	Y
3.2.2	Conservation	Y
3.2.3	Recreation	N

3.3 RESIDENTIAL USES

3.3.1	Single FAMILY Dwelling	Y
3.3.2	Single FAMILY Dwelling with One Apartment	Y
3.3.3	Two-FAMILY Dwelling	Y
3.3.4	Dwelling Conversions	SPA
3.3.5	Multifamily Dwelling	Y (3)

3.4 GOVERNMENTAL INSTITUTIONAL & PUBLIC SERVICE USES

3.4.1	Municipal	Y
3.4.2	Educational	Y
3.4.3	Religious	Y
3.4.4	Nursing Home	SPS
3.4.5	Public or Private Utility Facilities	SPS
3.4.6	Child Care Facility	Y
3.4.7	Other Public Use (4)	SPS
3.4.8	Full Service Retirement Community	SPS
3.4.9	Assisted Living Residence (5)	SPS
3.4.10	Wireless Communication Facility (6)	SPP
3.4.11	Commercial Education or Instruction	Y

3.5 BUSINESS USES

3.5.1	Retail Store	Y
3.5.2	Office	Y
3.5.3	Health Care Facility	SPS (11)
3.5.4	Hospital, Medical Center	N
3.5.5	Restaurant (8)	SPS
3.5.6	Combined Business & Dwelling	Y
3.5.7	Hotel, Motel, Inn, Conference Center	SPS
3.5.8	Bed & Breakfast	SPS
3.5.9	Lodge or Club	SPS
3.5.10	Veterinary Care	SPS
3.5.11	Animal Boarding	N
3.5.12	Services	Y
3.5.13	Repair Shop, Technical Shop, Studio	Y
3.5.14	Building Trade Shop	Y
3.5.15	Commercial Recreation (9)	SPS
3.5.16	Commercial Entertainment	Y
3.5.17	Golf Course in Residential Districts	N
3.5.18	Cross-Country Skiing in Residential Districts	N
3.5.19	Vehicle Service Station	N
3.5.20	Vehicle Repair	N.
3.5.21	Vehicle Body Shop	N
3.5.22	Vehicle Sale, Rental	N
3.5.23	Parking Facility	N
3.5.24	Transportation Services	N
3.5.25	Adult Uses	N

PRINCIPAL USES

EAV-2

3.6 INDUSTRIAL USES

3.6.1	Warehouse	N
3.6.2	Distribution Plant	N
3.6.3	Manufacturing	N
3.6.4	Scientific	N

and insert the following new footnotes:

Zoning Districts	Minimum Lot Area In sq. ft.	Minimum Lot Frontage in feet	Minimum Lot Width in feet	Minimum Front Yard in feet	Minimum Side & Rear Yard in feet	Minimum Open Space in percent	Maximum Floor Area Ratio	Maximum Height in feet
EAV-2	15,000	50	NR	10	10 (1)	35%	0.20	36

And add at the end of footnote (1) the words "and EAV-2"

[Note: Footnote (1) currently reads:

- (1) Where a nonresidential USE abuts a residential district the yard or yards abutting the residential district shall be 20 feet in WAV, 30 feet in NAV and 30 feet in EAV.]

E. **Zoning Bylaw - Section 6.** Insert a new section 6.9.3 as follows:

6.9.3 In the EAV-2 District, the following special provisions for parking shall apply:

- a) **Connection of Parking - A Special Permit Granting Authority** shall require that all parking facilities be connected by a common driveway to the parking facilities of all adjacent USES and to all adjacent land in the EAV, EAV-2, and LB zoning districts, unless it finds that physical constraints, present site configuration, uncooperative abutters, or land vacancy precludes strict compliance. In such cases, the site and the parking facility shall be designed to provide for the future construction of common driveways. For the purposes of this Section, common driveway shall be defined as a driveway that is shared by two or more LOTS and located at least partially within the required setback areas of such LOTS. Such a common driveway can be either a shared ACCESS driveway to a STREET, or a driveway to a STREET, or a driveway connecting such LOTS with each other.

- (3) Not more than four DWELLING UNITS shall be permitted per multifamily dwelling.

- (11) No special permit shall be required for this USE if its NET FLOOR AREA is 5000 square feet or less.

and renumber existing footnotes (3) through (9) to become footnotes (4) through (10) respectively.

D. **Zoning Bylaw - Section 5.** In the Table of Standard Dimensional Regulations, insert the following entry for EAV-2:

- b) **Collective Use of Parking Facilities - Off-STREET** parking facilities may serve, collectively or jointly, different USES located throughout the same zoning district where such a collective use of the parking facility is based on a written agreement that: 1) assures the continued collective use; 2) states the number of parking spaces allocated to each participating USE; and 3) assures ACCESS to and maintenance of the common parking facility. In the case of such collective use of a parking facility, the minimum number of required parking spaces shall be 70% of the requirements in Section 6.3.1.

and renumber existing sections 6.9.2, 6.9.3, and 6.9.4, including their subsections, to become sections 6.9.4, 6.9.5 and 6.9.6, including their subsections, respectively.

, or take any other action relative thereto.

MOTION:

Ms. Williams moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 35 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN OPTIONS FOR DENSITY INCREASES IN EAV

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw section 5 as follows [Notes in italic print are not part of the article but are intended for explanation only]:

A. Insert a new section 5.5B.2 as follows:

5.5B.2 Variable Density Provisions for the East Acton Village Districts

5.5B.2.1 Purpose - The purposes of this section are to better distinguish the East Acton Village District visually and aesthetically from the rest of the development along Great Road (Route 2A); to keep it compact; to maintain its historic structures; to increase business variety; to promote a pedestrian-friendly village environment; to encourage affordable housing; and to promote environmentally sustainable designs and construction methods. The density incentives offered in this section are intended to entice property owners to redevelop their properties in accordance with the design provisions of the previous Section 5.5B.1, and to help overcome redevelopment obstacles, such as cost of redevelopment and loss of income during construction time. Vehicle parking, OPEN SPACE, and waste water management requirements impact the development potential of properties in different ways. Therefore, not all properties may be able to achieve the maximum density level set forth in this section. Density in the East Acton Village District shall not be considered as an end in itself, but as a prerequisite to achieve the critical mass required for a vibrant village.

5.5B.2.2 Variable Density Options - For a LOT in the East Acton Village District, the Board of Selectmen may grant a Special Permit for increases in density by allowing additional NET FLOOR AREA above the FLOOR AREA RATION of 0.20 set forth in the Table of Standard Dimensional Regulations. To increase the density, the options a) through d) set forth below may be selected and combined in a flexible manner to increase the NET FLOOR AREA up to a maximum FLOOR AREA RATION of 0.50 on the LOT. To the extent that this Special Permit may coincide or overlap with other special permits from the Board of Selectmen in other Sections of this Bylaw, they shall be processed concurrently so far as practical:

- a) Transfer of Development Rights - Density on the LOT may be increased through the Transfer of Development Rights according to one or more of the methods, procedures, and requirements set forth in the following subsections. The amount of NET FLOOR AREA that

is added under this option shall not exceed the equivalent of a FLOOR AREA RATIO of 0.20 on the LOT:

- i. Transfer of Development Rights under Section 5.4 - Transfer of Development Rights from the Sending District as defined in Section 5.4.2.2 to a receiving LOT in the East Acton Village District subject to the provisions for such transfers set forth in Section 5.4 and its subsections of this Bylaw.
- ii. Transfer of Development Rights within the East Acton Village Districts - Transfer of Development Rights from a sending LOT within the East Acton Village District or the East Acton Village 2 (EAV-2) District to a receiving LOT in the East Acton Village District. The effect of such a transfer shall be an increase in NET FLOOR AREA on the receiving LOT compensated by an equal reduction in the maximum NET FLOOR AREA, and the concurrent maximum FAR, on the sending LOT, subject to the bonus provision iii. below.
- iii. Bonus for Certain Transfers - Where the receiving LOT within the East Acton Village District is located on the east side of Great Road, and the sending LOT is located in the East Acton Village District on the west side of Great Road or within the East Acton Village 2 (EAV-2) District, and the sending LOT contains or has stream frontage on Nashoba Brook, the receiving LOT shall be entitled to a 25% density bonus on the transferred NET FLOOR AREA. However, this bonus shall not result in exceeding the maximum FAR 0.20 factor allowed for receiving LOTS in Section 5.5B.2.2.a). For example, under this bonus, an additional 1,250 square feet of NET FLOOR AREA on the receiving LOT requires the purchase of only 1,000 square feet of NET FLOOR AREA from the sending LOT. 250 square feet constitutes the bonus.
- iv. Determination of Development Rights for affected LOTS under Sections ii. and iii. above - Before granting a Special Permit for the Transfer of Development Rights under Section ii. or iii. above, the

Board of Selectmen shall determine the total development rights for all LOTS to be affected by the proposed transfer, expressed in NET FLOOR AREA as computed in Section 10.4.3.8 of this Bylaw, counting any development rights previously added or removed from such LOTS. The application for a Special Permit under this Section shall contain sufficient information to permit the Board of Selectmen's determination of the development rights that may be transferred.

- v. The Board of Selectmen shall require that, upon transfer of the development rights authorized in its special permits, the owner of the sending LOT shall file with the Middlesex South District Registry of Deeds or the Land Court (as applicable) an irrevocable restrictive covenant, approved by the Board of Selectmen, running with the land, permanently restricting the development of the sending LOT. The covenant shall restrict the sending LOT by the amount of development rights transferred to another LOT, permitting only the amount of development rights that remain on the LOT, if any, all as specified in the Special Permit authorizing the transfer.

- vi. Implementation of Transfer - Following the approval of a Special Permit under this Section, the applicant shall complete the transfer procedures set forth in Sections 5.4.4 and 5.4.5, except that the formulas in Section 5.4.4.2 shall not apply to transfers within the East Acton Village and East Acton Village 2 Districts.

b) Historic Preservation - Density on the LOT may be increased if the proposed development includes the restoration or preservation of a historic STRUCTURE on the LOT, subject to the requirements and penalties set forth in the following subsections. The amount of NET FLOOR AREA that is added under this option shall not exceed the equivalent of a FLOOR AREA RATIO of 0.10 on the LOT.

- i. Detailed Proposal - The application for a Special Permit to increase density shall include a detailed proposal for the

restoration or preservation of a historic STRUCTURE, including architectural drawings, building materials, cost estimates, and an architect's opinion regarding its feasibility and risks.

- ii. Historical Commission Certification - The application for a Special Permit to increase density shall include a written certification from the Acton Historical Commission that the STRUCTURE is included in Acton's Cultural resources Inventory or that the completion of a survey leading to its inclusion is pending.

- iii. Historical Commission Recommendation - The application for a Special Permit to increase density shall include a written recommendation from the Acton Historical Commission stating its support for the restoration or preservation of the STRUCTURE and the methods to achieve it.

- iv. Performance Guarantee to Secure Preservation Commitment - In granting a Special Permit to increase density under this Section, the Board of Selectmen may require a performance guarantee to secure the restoration or preservation of the historic STRUCTURE.

- v. Penalty - The intentional demolition of a historic STRUCTURE, for which the Acton Historical Commission certifies that it is included in Acton's Cultural Resources Inventory or that the completion of a survey leading to its inclusion is pending, shall result in the prohibition of any and all density increases available under this Bylaw on the subject LOT for a period of 25 years following the demolition. However, this penalty shall not apply, where the Acton Historical Commission has, prior to the demolition, provided its written consent to the demolition in accordance with its authority and jurisdiction under Chapter N of the Bylaws of the Town of Acton.

- c) Affordable Housing - Density on the LOT may be increased if the proposed development includes at least 1 affordable DWELLING UNIT or 10% affordable DWELLING UNITS on the LOT, whichever is greater, subject to the standards and requirements set

forth in the following subsections. The amount of NET FLOOR AREA that is added under this option shall not exceed the equivalent of a FLOOR AREA RATIO of 0.10 on the LOT.

- i. The term "affordable DWELLING UNIT" as used in this Section shall mean a DWELLING UNIT that is restricted to sale, lease or rental to persons or households within specific income and asset limitations, and at specific price limits, both as established in provisions of any State or Federal rental assistance programs, subsidy programs for reducing mortgage payments, or other programs that provide for affordable housing for low and moderate income persons or households, and that are in effect at the time that the Board of Selectmen receive the Special Permit application.
- ii. Affordability Standards - Subject to the Board of Selectmen's approval, an applicant for a density bonus under this option may utilize an available State or Federal assistance program or choose to meet affordability requirements by utilizing income and asset standards, and by establishing rents, leases, sales prices, entry fees, condominium fees, and other costs for affordable DWELLING UNITS that are generally consistent with available affordable housing assistance programs.
- iii. Affordability Restrictions - Affordable DWELLING UNITS shall be maintained as such in perpetuity. Each affordable DWELLING UNIT shall be rented or sold to its initial and all subsequent buyers or tenants subject to deed riders, restrictive covenants, contractual agreements, or other mechanisms restricting the USE and occupancy, rent levels, sales prices, resale prices, and other cost factors to assure their long term affordability. These restrictions shall be in force for perpetuity. They shall be enforceable and renewable by the Town of Acton through standard procedures provided by applicable law.
- iv. The Board of Selectmen may require that the restrictions for affordable DWELLING UNITS contain a Right of First Refusal to the Town of Acton or its designee at the restricted resale value, and that the owner provides notice of such Right of First Refusal to the Town of Acton or its designee prior to selling the affordable DWELLING UNITS with adequate time for the Town or its designee to exercise the Right of First Refusal.
- v. Nothing in this Section shall be construed to cause eviction of an owner or tenant of an affordable DWELLING UNIT due to loss of his/ her income eligibility status during the time of ownership or tenancy. Rather, the restrictions governing an affordable DWELLING UNIT shall be enforced upon resale, re-rental, or re-lease of the affordable DWELLING UNIT. The mechanisms and remedies to enforce the restrictions governing an affordable DWELLING UNIT upon resale, re-rental, or re-lease shall be set forth in its deed restrictions.
- vi. All contractual agreements with the Town of Acton and other documents necessary to insure the long term affordability of an affordable DWELLING UNIT shall be executed prior to the issuance of any building permit that will implement the increase in density authorized under the Special Permit.
- vii. Locations and compatibility of affordable DWELLING UNITS - Affordable DWELLING UNITS shall be dispersed throughout the development to insure a true mix of market-rate and affordable DWELLING UNITS. The exterior of affordable DWELLING UNITS shall be compatible with, and as much as possible indistinguishable from, market-rate DWELLING UNITS on the same LOT. All internal design features of affordable DWELLING UNITS shall be substantially the same as those of market-rate DWELLING UNITS.
- viii. Local Preference - To the maximum extent practical and subject to applicable Federal or State financing or subsidy programs, the affordable DWELLING UNITS shall be initially offered to qualified low and moderate income households that meet local preference criteria established from time to time by the

Town of Acton or the Acton Community Housing Corporation. Procedures for the selection of purchasers and/ or tenants shall be subject to approval by the Town of Acton or its designee. The local preference restriction shall be in force for 120 days from the date of the first offering of sale or rental of a particular affordable DWELLING UNIT. The applicant shall make a diligent effort to locate eligible purchasers or renters for the affordable DWELLING UNIT who meet the local preference criteria and the applicable income requirements.

ix. Timing of construction - As a condition of the issuance of a Special Permit under this Section, the Board of Selectmen may set a time or development schedule for the construction of affordable DWELLING UNITS and market-rate DWELLING UNITS on the LOT.

d. LEED certification - Density on the LOT may be increased if the proposed development is certified under the United States Green Building Council's LEED (Leadership in Energy and Environmental Design) program. The amount of NET FLOOR AREA that is added under this option shall not exceed the equivalent of a FLOOR AREA RATIO of 0.05 on the LOT. To qualify for the density bonus for LEED certification in the East Acton Village District, a project would have to meet the LEED standards for New Construction & Major Renovation Projects.

B. In the Table of Standard Dimensional Regulations, delete footnote (4) and replace it with anew footnote (4) in the same locations and in the line for the EAV-2 District and the column under Maximum Floor Area Ratio, to read as follows:

(4) In the EAV District, subject to the provisions in Sections 5.4 and 5.5B.2. In the EAV-2 District, subject to the provisions in Section 5.5B.2. In the NAV District, subject to the provisions in Section 5.4 and 5.5C. In the LB District, subject to the provisions in Section 5.4.

C. Delete sections 5.5.3 and its subsections, and section 5.5.5, and replace them with a new section 5.5C and new subsections as follows:

[Note: Existing section 5.5.3 and its subsection are identical to the proposed section 5.5C.1 and its subsections, except that all references to the East Acton Village district have been deleted. Existing section 5.5.5 is identical to the proposed section 5.5C.2, except for the new section title. No changes are proposed for the North Acton Village District.]

5.5C Special Provisions for the North Acton Village District

5.5C.1 Variable Density Provisions for the North Acton Village District

5.5c.1.1 Purpose - These provisions are intended to permit flexible density levels for individual LOTS in the North Acton Village District, while maintaining an overall ceiling on total NET FLOOR AREA. The purpose of permitting variable density levels is to permit further clustering of USES in a compact village pattern, while limiting total traffic generation and providing for sufficient OPEN SPACE and off-STREET parking areas. The provisions should be interpreted as permitting the Transfer of Development Rights within the North Acton Village District, but not as permitting an increase in the total amount of maximum development in that District.

5.5C.1.2 Transfer of Development Rights Within the North Acton Village District

a) For a LOT in the North Acton Village District, the Board of Selectmen may grant a Special Permit for the Transfer of Development Rights within the District. The effect of such Special Permit shall be to permit an increase in NET FLOOR AREA above the total amount permitted by:

i. the applicable maximum FLOOR AREA RATIO set forth in the Table of Standard Dimensional Regulations, and

ii. if applicable, any Certificate of Development Rights previously transferred to the LOT from within or from outside the District.

b) Any such increase in NET FLOOR AREA shall be compensated by an equal reduction in the maximum NET FLOOR AREA for another LOT in the North Acton Village District.

5.5C.1.3 Standard of Review - In deciding on the merits of a proposal for Transfer of Development Rights within the North Acton Village District, the Board of Selectmen shall consider the following criteria and objectives:

- a) Increased density on a LOT should support a sense of community through a concentration of a variety of USES; therefore, density increases should be granted only where such concentrations are compatible with surrounding USES. The implementation of this provision should tend to facilitate the development of a viable village center through the grouping of higher density USES around an identifiable core, such as a plaza, common or other municipal facility.
- b) In addition, the Transfer of Development Rights should serve a public purpose on the LOT from which development rights are to be transferred, by providing shared off-STREET parking, usable public or semi-public OPEN SPACE or other public amenities.
- c) The Board of Selectmen shall grant a Special Permit for the Transfer of Development Rights within the North Acton Village District only if it can make appropriate findings that the criteria and objectives of a" and b" are promoted by granting the transfer.

5.5C.1.4 Administration

- a) Determination of Development Rights for Affected LOTS - Before granting a Special Permit under Section 5.5C.1, the Board of Selectmen shall determine the development rights for all LOTS to be affected by the proposed transfer. The Special Permit shall specify the residential, nonresidential, and total development rights for each LOT, expressed in NET FLOOR AREA as computed in Section 10.4.3.8 of this Bylaw, less any development rights previously removed from such LOTS. The application for a Special Permit under this Section shall contain sufficient information to permit the Board of Selectmen's determination of the development rights that may be transferred.
- b) The Board of Selectmen shall require that upon Transfer of the Development rights authorized in its special permits, the owner of a LOT from which development rights have been removed, shall file with the Middlesex South District

Registry of Deeds or the Land Court (as applicable) an irrevocable restrictive covenant, approved by the Board of Selectmen, running with the land, permanently restricting the development of the LOT. The covenant shall restrict the LOT by the amount of development rights transferred to another LOT, permitting only the amount of development rights that remain on the LOT, if any, all as specified in the Special Permit authorizing the transfer.

- c) Implementation of Transfer - Following the approval of a Special Permit under this Section, the applicant shall complete the transfer procedures set forth in Sections 5.4.4 and 5.4.5, except that the formulas in Section 5.4.4.2 shall not apply to transfers within the North Acton Village District.

5.5C.2 STREET reservations in the North Acton Village District - In the North Acton Village District, a Special Permit or Site Plan Special Permit Granting Authority may require the reservation of STREET rights of way for all purposes, for which public STREETS and ways are used in the Town of Acton. It may further require that new STREETS be constructed following approval in accordance with MGL Ch. 41, s. 81K - 81GG and the Acton Subdivision Rules and Regulations to connect with existing approved STREETS. Where such STREET rights of way are reserved, the FLOOR AREA RATIO on the remaining land shall be calculated by including the rights of way reserved hereunder, including any necessary easements, in the DEVELOPABLE SITE AREA.

, or take any other action relative thereto.

MOTION:

Ms. Williams moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article

MOTION TO AMEND:

Mr. Davis Hardt moves to amend section 5.5B.2.2 by replacing the words "may be selected and combined to must be selected and can be combined" in line 5.

MOTION TO AMEND IS LOST

ORIGINAL MOTION CARRIES UNANIMOUSLY

ARTICLE 36 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN EAV DISTRICT PARKING REQUIREMENTS

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw, section 6, as follows [Notes in italic print are not part of the article but are intended for explanation only]:

A. Delete section 6.9.1 and its subsections, and replace them with the following new sections 6.9.1 and 6.9.2.

6.9.1 In the EAV District, except as otherwise provided herein, no BUILDING or STRUCTURE shall be located on any LOT and no activity shall be conducted upon any LOT unless off-STREET parking is provided in accordance with the following requirements:

6.9.1.1 No off-STREET parking spaces shall be established between the front line of the principal BUILDING and the sideline of a STREET, except as may be provided otherwise in the Design Provisions for the East Acton Village District.

6.9.1.2 Required off-STREET parking for a USE may be provided on any LOT within the same Zoning District as the USE, but not necessarily on the same LOT as the USE.

6.9.1.3 Connection of Parking - A special Permit Granting Authority shall require that all parking lots be connected by a common driveway to the parking lots of all adjacent USES and to all adjacent land in the EAV and EAV-2 Districts, unless it finds that physical constraints, present site configuration, uncooperative abutters, or land vacancy precludes strict compliance. In such cases, the site and the parking lot shall be designed to provide for the future constructing of common driveways. For the purposes of this section, common driveway shall be defined as a driveway that is shared by two or more LOTS and located at least partially within the required setback areas of such LOTS. Such a common driveway can be either a shared ACCESS driveway to a STREET, or a driveway to a STREET, or a driveway connecting such LOTS with each other.

6.9.1.4 Number of Parking Spaces - The minimum number of required parking spaces shall be 70% of the requirements in Section 6.3.1 In

the case of collective use of a parking lot in accordance with Section 6.9.1.5 below, the minimum number of required parking spaces shall be 50% of the requirements in Section 6.3.1.

6.9.1.5 Collective Use of Parking Lots - Off-STREET parking lots may serve, collectively or jointly, different USES located throughout the EAV District where such a collective use of the parking lot is based on a written agreement that: 1) assures the continued collective use; 2) states the number of parking spaces allocated to each participating USE; and 3) assures ACCESS to and maintenance of the common parking lot. The parking spaces provided through the collective use of parking lots shall be counted towards the minimum required number of spaces for the participating USES applying the discount as set forth in Section 6.9.1.4 above.

6.9.1.6 Structured Parking shall not be allowed except under ground.

6.9.1.7 The parking lot design requirements of Section 6.7 shall apply in the EAV District, except that:

a) The requirements for parking lot cells and separation of cells (Section 6.7.1.) shall not apply.

b) The requirements for set-backs (Section 6.7.2) shall not apply. This does not waive the requirements for perimeter landscaping (Section 6.7.6).

c) The interior area landscaping (Section 6.7.7) may be substituted with one or more consolidated bioretention areas with minimum side dimensions measuring at least 38 X 12 feet each. Bioretention areas shall be designed and landscaped to trap and mitigate runoff from paved surfaces consistent with the description and intent of EPA Storm Water Technology Fact Sheet - Bioretention (EPA 832-F-99-012, September 1999), or equivalent. the landscaping requirements of Sections 6.7.8.1 through 6.7.8.5 shall not apply to bioretention areas. Bioretention areas may be sited anywhere in the parking lot that is convenient to manage parking lot traffic and facilitate pedestrian use, including adjacent to and connecting with vegetated areas on the perimeter of a parking lot. Bioretention areas shall be considered part of the minimum required OPEN SPACE.

6.9.2 In the NAV District, the following special provisions for parking shall apply:

6.9.2.1 No off-STREET parking spaces shall be established between the front line of the principal BUILDING and the sideline of as STREET.

6.9.2.2 The Board of Selectmen may authorize by Special Permit an off-STREET parking lot or STRUCTURE not located upon the same LOT with the associated USE, provided said parking lot or STRUCTURE lies also within the NAV District.

B. Delete section 5.5.4 and insert a new section 6.9.2.3 as follows:

6.9.2.3 The number of parking spaces to be provided for a mixed-USE development in the North Acton Village District shall be equal to 85 percent of the sum of the number of parking spaces for each USE on the LOT, determined separately for each USE based upon the standards set forth in Section 6.

[Note: Section 5.5.4 currently reads:

5.5.4 Off-STREET Parking Discount for Mixed USES in the North Acton and East Acton Village Districts - The number of parking spaces to be provided for a mixed-USE development in the North Acton and East Acton Village Districts shall be equal to 85 percent of the sum of the number of parking spaces for each USE on the LOT, determined separately for each USE based upon the standards set forth in Section 6.]

, or take any other action relative thereto

MOTION:

Ms. Williams moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article

MOTION CARRIES UNANIMOUSLY

ARTICLE 37 AMEND ZONING BYLAW - EAST ACTON VILLAGE PLAN MODIFIED SIGN REGULATIONS FOR EAV

(Two-thirds vote)

To see if the Town will vote to amend section 7 of the zoning bylaw as follows [Notes in italic print are not part of the article but are intended or explanation only].

A. Delete section 7.4.1 and replace it with a new section 7.4.1 as follows:

7.4.1 Design - In the Village Districts no visible portion or exterior surface of any SIGN shall be made of plastic, other petroleum based products, or sheet metal, except that in the EAV

District such materials may be used provided that the visible portions and exterior surfaces of a SIGN have a wooden appearance.

[Note: Section 7.4.1 currently reads:

7.4.1 Design - In the Village Districts no visible portion or exterior surface of any SIGN shall be made of plastic, other petroleum based product or sheet metal.]

B. Delete section 7.5.3.5 and replace it with new sections 7.4.3.5 and 7.4.3.6 as follows:

7.4.3.5 In the EAV District, PROJECTING SIGNS, AWNING SIGNS, WALL SIGNS and FREE-STANDING SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c), or from an external light source with the light projected downward from above.

7.4.3.6 In all other Village Districts, PROJECTING SIGNS and AWNING SIGNS shall not be illuminated, WALL SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c), and FREESTANDING SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c) or from an external light source.

And, renumber existing sections 7.4.3.6 and 7.4.3.7 to become sections 7.4.3.7 and 7.4.3.8 respectively.

[Note: Section 7.4.3.5 currently reads:

7.4.3.5 In the Village Districts, PROJECTING SIGNS and AWNING SIGNS shall not be illuminated, WALL SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c), and FREESTANDING SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c) or from an external light source.]

C. Delete section 7.4.5.1 and replace it with a new section 7.4.5.1 as follows:

7.4.5.1 Where more than one SIGN is permitted for a PRINCIPAL USE, a combination of not more than two of the following types of SIGNS shall be permitted per PRINCIPAL USE: WALL SIGN, PROJECTING SIGN, AWNING SIGN, and FREESTANDING SIGN. However, in the EAV District, a combination of up to three such SIGN types shall be permitted per PRINCIPAL

USE. This section does not apply to any SIGN that does not require a SIGN Permit as listed in Section 7.5, or to an off-premises directional SIGN permitted under Section 7.9, or to a special event SIGN permitted under Section 7.10.

[Note: Section 7.4.5.1 currently reads:

7.4.5.1 Where more than one SIGN is permitted for a PRINCIPAL USE, a combination of not more than two of the following types of SIGNS shall be permitted per PRINCIPAL USE: WALL SIGN, PROJECTING SIGN, AWNING SIGN, and FREESTANDING SIGN; not including any SIGN which does not require a SIGN Permit as listed in Section 7.5 or an off-premises directional SIGN permitted under Section 7.9 or a special event SIGN permitted under Section 7.10.]

D. Delete the 5th sentence of section 7.7.6 and replace it with the following new sentence:

“Except in the EAV District, if the AWNING SIGN is ERECTED on an awning manufactured with canvas on a frame that is retractable to the wall, one additional EXTERIOR SIGN, which may be a WALL SIGN or a PROJECTING SIGN, shall be permitted on the BUILDING for the same PRINCIPAL USE.”

[Note: The 5th sentence of section 7.7.6 currently reads:

“If the AWNING SIGN is ERECTED on an awning manufactured with canvas on a frame that is retractable to the wall, one additional EXTERIOR SIGN, which may be a WALL SIGN or a PROJECTING SIGN, shall be permitted on the BUILDING for the same business USE.”]

E. Before the last sentence of section 7.7.7 insert the following sentence:

“In the EAV District, an additional secondary EXTERIOR SIGN shall be permitted on the front wall of the PRINCIPAL USE, provided that it is of a different type (WALL SIGN, PROJECTING SIGN, or AWNING SIGN) than any other SIGN on the front wall.”

[Note: Section 7.7.7 currently reads:

7.7.7 Secondary EXTERIOR SIGNS - If business has a direct entrance into the business in a

wall other than the front wall, there may be a secondary WALL SIGN, PROJECTING SIGN or AWNING SIGN affixed to such wall at such entrance; and if the business has a wall other than the front wall without a direct entrance to the business that faces upon a STREET or parking area, there may be a secondary WALL SIGN affixed to such wall; provided, however, that no business shall have more than two secondary EXTERIOR SIGNS in any event. The DISPLAY AREA of any secondary EXTERIOR SIGN shall not exceed 6 square feet.]

F. Delete the first sentence in section 7.8.6.2 and replace it with the following new sentences:

“Where a FREESTANDING SIGN identifies a business in the NAV, SAV, or WAV Districts, no EXTERIOR SIGN shall be ERECTED on the same Lot. Where a FREESTANDING SIGN identifies a business in the EAV District, one EXTERIOR SIGN shall be permitted.”

[Note: Section 7.8.6.2 applies to village zoning districts. Its first sentence currently reads:

“Where a FREESTANDING SIGN identifies a business, no EXTERIOR SIGN shall be erected on the same LOT.”]

, or take any other action relative thereto.

MOTION:

Ms. Williams moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 38 AMEND TOWN BYLAW - EAST ACTION VILLAGE PLAN PROHIBITION OF MOTORIZED CRAFT ON ICE HOUSE POND (Majority vote)

To see if the Town will vote to amend Chapter E of the Bylaws of the Town of Acton by inserting a new section E57 as follows:

E57. Motorized Craft on Ice House Pond:

Except for emergency rescue and law enforcement purposes, and for purposes of construction and maintenance by the Town of Acton or its designee, no person shall launch, place, float, use or land a craft with an internal combustion engine in or on Ice House Pond, which pond is located off Concord Road in the East Acton area. The Police Officers

of the Town of Acton shall enforce this bylaw. Violation of this bylaw shall be punishable by a fine of three hundred dollars (\$300.00), whereby each incident of violating this bylaw and each day that such violation continues shall constitute a separate offense.

, or take any other action relative thereto.

MOTION:

Ms. Williams moves that the Town adopt the bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 39 AMEND ZONING BYLAW - SOUTH ACTON VILLAGE DISTRICT MULTI-FAMILY DWELLINGS

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw, section 3, by adding to footnote (2) in the Table of Principal Uses the following sentence [Notes in italic print are not part of the article but are intended for explanation only]:

"In the SAV district, the Board of Selectmen may by Special Permit allow more than four DWELLING UNITS per Multifamily Dwelling."

[Note: Footnote (2) applies to Multifamily Dwellings in the South Acton Village (SAV) district and the Village Residential (VR) district in West Acton. It currently reads as follows:

(2) Not more than four DWELLING UNITS shall be permitted per Multifamily Dwelling. At least one of the DWELLING UNITS shall be occupied by the owner of the property. For purposes of this footnote, the owner shall be defined as one or more individuals residing in a DWELLING UNIT who hold legal or beneficial title and for whom the DWELLING UNIT is the primary residence for voting and tax purposes. In the VR District a Site Plan Special Permit shall not be required.]

, or take any other action relative thereto.

MOTION:

Mr. Niemyski moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 40 AMEND ZONING BYLAW ADJUSTMENTS TO SECTION 9B - SENIOR RESIDENCE

(Two-thirds vote)

To see if the Town will vote to amend section 9B of the zoning bylaw as follows: [Notes in italic print are not part of the article but are intended for explanation only]:

A. Insert a new section 9B 2.3 as follows:

9B.2.3 Underlying Zoning District - Where the Planning Board grants a special permit for a Senior Residence, the USE, dimensional, and parking requirements applicable to the underlying zoning district shall not apply.

B. Insert a new section 9B.4.3 as follows:

9B.4.3 Two-FAMILY Dwellings.
And, renumber existing sections 9B.4.3 through 9B.4.7 to become sections 9B.4.4 through 9B.4.8 respectively.

[Note: Section 9B.4 and its subsections currently read:

9B.4 Allowed USES - Only the following USES shall be allowed in a SENIOR Residence development:

9B.4.1 Single FAMILY Dwellings

9B.4.2 Single FAMILY Dwellings with one apartment.

9B.4.3 Multifamily Dwellings.

9B.4.4 ACCESSORY USES typically associated with residential USES.

9B.4.5 Support services to meet SENIORS' needs, such as skilled nursing service, medical and other health service, recreation and leisure facilities, a community center, or food service.

9B.4.6 Convenience services intended primarily for its residents, such as Retail Stores, Banks, Restaurants, and Services provided that not more than 10% of the total NET FLOOR AREA of the development is dedicated to such uses.

9B.4.7 Allowed USES on the Common Land as set forth herein.]

C. Delete section 9B.5 and its subsections 9B.5.1 through 9B.5.10 and replace them with a new section 9B.5 and new subsections as follows:

9B.5	Dimensional Regulations - A SENIOR Residence development shall comply with the following dimensional regulations for the area of the TRACT OF LAND, density, BUILDINGS, and STRUCTURES:	on directly opposite sides of a STREET as a single TRACT of LAND.
9B.5.1	Minimum TRACT OF LAND area: 8 acres. For the purpose of this section, the Planning Board may consider LOTS on directly opposite sides of a STREET as a single TRACT of LAND.	9B.5.2 Maximum density: 4 DWELLING UNITS per acre in the R-2 District, and 3 DWELLING UNITS per acre in the R-4, R-8, R-8/4, and R-10/8 Districts, based on the total development site including the Common Land.
9B.5.2	Maximum density: 4 DWELLING UNITS per acre in the R-2 District, and 3 DWELLING UNITS per acre in the R-4, R-8, R-8/4, and R-10/8 Districts, based on the total development site including the Common Land.	9B.5.3 Minimum setbacks for BUILDINGS and STRUCTURES: 45 feet from any existing STREET; 15 feet from a STREET, way or common drive within the site; 30 feet from any lot line and the Common Land boundary.
9B.5.3	Minimum setbacks for BUILDINGS and STRUCTURES: 45 feet from any existing STREET; 15 feet from a STREET within the site; 30 feet from any TRACT OF LAND boundary; and 10 feet from the Common Land boundary, except that the Planning Board may require larger setbacks.	9B.5.4 Minimum separation of BUILDINGS: 20 feet.
9B.5.4	Minimum separation of BUILDINGS 20- feet for exterior walls with doors, otherwise 10 feet.	9B.5.5 Maximum height of BUILDINGS and STRUCTURES: 36 feet.
9B.5.5	Maximum height of BUILDINGS and STRUCTURES: 36 feet.	9B.5.6 Maximum number of DWELLING UNITS per BUILDING: 4.
9B.5.6	Maximum horizontal dimension of a BUILDING: 200 feet.	9B.5.7 Maximum horizontal dimension of a BUILDINGS: 200 feet.
9B.5.7	The Planning Board may impose other dimensional requirements as it deems appropriate to enhance the purpose and intent of this bylaw.	9B.5.8 Each DWELLING UNIT shall have at least two separate exterior entrances at ground level.
	[Note: Section 9B.5 and its subsections currently read:	9B.5.9 Where the requirements of this section 9B differ from or conflict with other requirements of the Bylaw, the requirements established herein shall prevail.
9B.5	Dimensional Regulations - A SENIOR Residence development shall comply with the following dimensional regulations for the area of the TRACT OF LAND, density, BUILDINGS, and STRUCTURES:	9B.5.10 The Planning Board may impose other dimensional requirements as it deems appropriate to enhance the purpose and intent of this bylaw.]
9B.5.1	Minimum TRACT OF LAND area: 8 acres. For the purpose of this section, the Planning Board may consider LOTS	D. Delete paragraph 9B.9.1 and replace it with a new paragraph 9B.9.1 as follows:
		9B.9.1 Dimensional Requirements for the Common Lane () In a SENIOR Residence development, at least fifty percent (50%) of the land shall be set aside as Common Land for the use of the SENIOR residents or the general public. The Following additional requirements shall apply:
		[Note: Section 9B.9.1 currently reads:

9B.9.1 Dimensional Requirements for the Common Land - In a SENIOR Residence development, at least sixty percent (60%) of the land shall be set aside as Common Land for the use of the SENIOR residents or the general public. The following additional requirement shall apply:]

E. Delete section 9B.9.1.2 and replace it with a new section 9B.9.1.2 as follows:

9B.9.1.2 Eighty percent (80%) of the minimum required Common Land shall be laid out as one or more large, contiguous parcels that are distinct from parcels dedicated for other purposes or USES. Each such Common Land parcel shall contain at least one access corridor to a STREET or way that shall be not less than 40 feet wide. The other twenty percent (20%) of the Common Land may be scattered throughout the development site for buffer, screening, or park purposes.

[Note: Section 9B.9.1.2 currently reads:

9B.9.1.2 The minimum Common Land shall be laid out as one or more large, contiguous parcels that are distinct from parcels dedicated for other purposes or USES. Each Common Land parcel shall contain at least one access corridor to a STREET or way that shall be not less than 40 feet wide.]

F. Delete section 9B.12.3 and replace it with a new section 9B.12.3 as follows:

9B.12.3 Density Bonus Option -

9B.12.3.1 The total number of allowable DWELLING UNITS in a SENIOR Residence development may be increased to 6 per acre in the R-2 District, and to 4 per acre in the R-4, R-8, R-8/4 and R-10/8 Districts provided that at least 10% of the DWELLING UNITS in the SENIOR Residence development are AFFORDABLE SENIOR RESIDENCES.

9B.12.3.2 The total number of allowable DWELLING UNITS in a SENIOR Residence development may be increased to 7 per acre in the R-2 District, and to 5 per

acre in the R-4, R-8, R-8/4 and R-10/8 Districts provided that at least 15% of the DWELLING UNITS in the SENIOR Residence development are AFFORDABLE SENIOR RESIDENCES.

9B.12.3.3 Rounding to whole unit numbers shall be made to the nearest integer. When rounding, fractions of .5 shall be rounded up.

9B.12.3.4 The Planning Board may further adjust or waive the dimensional requirements of section 9B.5, the parking requirements of section 9B.6, and the Common Land requirements of 9B.9 to the extent reasonable and necessary to facilitate the production of affordable DWELLING UNITS under this density bonus option

[Note: Section 9B.12.3 currently reads:

Density Bonus Option - The total number of allowable DWELLING UNITS in a SENIOR Residence development may be doubled to 8 per acre in the R-2 District, and to 6 per acre in the R-4, R-8, R-8/4, and R-10/8 Districts provided that at least 20% of the DWELLING UNITS in the SENIOR Residence development, rounded to the next integer, are AFFORDABLE SENIOR RESIDENCES. When rounding, fractions of .5 shall be rounded up.]

, or take any other action relative thereto.

MOTION

Mr. Schaffner moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 41 * AMEND ZONING BYLAW - HOUSE-KEEPING

(Two-thirds vote)

To see if the Town will vote to amend the zoning map and the zoning bylaw as follows

[Notes in italic print are not part of the article but are intended for explanation only]:

A. Amend the zoning map, Map No. I, by rezoning from Residence 2 (R-2) to Village Residential (VR) an area of land shown in the 2003 Town Atlas on map F-2B as parcel 58.

- B. Amend the zoning map, Map No. 1, by rezoning from Residence 8 (R-8) to Residence 10/8 (R-10/8) an area of land shown in the 1993 Town Atlas on map F-5 as parcel 12-3.
- C. Amend the zoning bylaw by deleting sections 3.5.12 and 3.5.13 and replacing them with new sections 3.5.12 and 3.5.13 as follows:

- 3.5.12 Services - Establishments providing services directly to the consumer such as a bank, credit union, barber shop, beauty salon, laundry, dry-cleaning, diaper service, building cleaning service, funeral home, shoe repair, tailor, clothing rental shop, equipment rental or leasing, food catering, photocopying, secretarial service, or similar USES or establishments.
- 3.5.13 Repair Shop, Technical Shop, Studio - Repair and service of appliances, computers, office equipment, bicycles, lawn mowers, or similar small equipment; photography or film studio; art studio; artisan's studio; music instruction or practice room; or similar USES or establishments.

[Note: Sections 3.5.12 and 3.5.13 currently read as follows:

- 3.5.12 Services - Establishments providing services directly to the consumer such as a bank, credit union, barber shop, beauty salon, laundry, dry-cleaning, funeral home, shoe repair, clothing rental shop, equipment rental or leasing, or similar USES or establishments.
- 3.5.13 Repair Shop, Technical Shop, Studio - Repair and service of appliances, computers, office equipment, bicycles, lawn mowers, or similar small equipment; diaper service; building cleaning service; photocopying; secretarial service; tailor; food catering; photography or film studio; art studio; artisan's studio; music instruction or practice room; or similar USES or establishments.]

- D. Amend the zoning bylaw, section 7.5, by deleting the last sentence of the lead paragraph and replacing it with the following new sentence:

"No such SIGN shall be ERECTED within 5 feet of the sideline of a STREET or any other right of way customarily used by the general public, unless such SIGN is a traffic SIGN, landmark SIGN, directional SIGN, or an EXTERIOR SIGN."

[Note: The lead paragraph of section 7.5 currently reads as follows:

- 7.5 SIGNS Which Do Not Require a SIGN Permit - The following SIGNS do not require a SIGN Permit or Special Permit, nevertheless such SIGNS shall comply with Sections 7.3 and 7.4 above unless specifically provided otherwise in this section. No such SIGN shall be ERECTED within 5 feet of the sideline of a STREET or any other right of way customarily used by the general public, unless such SIGN is a traffic SIGN, landmark SIGN or an EXTERIOR SIGN.]

, Or take any other action relative thereto.

MOTION:

Mr. Halm moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 42 AMEND ZONING BYLAW AMEND AGRICULTURAL USE DEFINITION

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw, by deleting the first two sentences of section 3.2.1 and replacing them with following new sentences:

"On a parcel of more than five acres: Agriculture, including the boarding, keeping or raising of livestock; horticulture (including without limitation the growing and keeping of nursery stock and the sale thereof, whether such nursery stock is grown in the ground or in burlap, containers, or other suitable manner, provided it is nourished, maintained and managed while on the premises); floriculture; or viticulture; the use of buildings and structures for the primary purpose of these activities, including the sale of farm products. All of the aforesaid shall be subject to and in conformance with the definitions and requirements for these activities under MGL Ch. 40A, s. 3.

[Note: Section 3.2.1 currently reads:

Agriculture - On a parcel of more than five acres: Agriculture, including the boarding, keeping or raising of livestock; horticulture; floriculture; or viticulture; the use of buildings and structures for the primary purpose of these activities, including the sale of farm products. All of the aforesaid shall be in conformance with the definitions and requirements for these activities of MGL Ch. 40A, s. 3. On a parcel of two acres or more: Cultivating, harvesting and storing of field crops, produce or fruit, and storage of farm equipment that is necessary for these activities; the boarding, keeping and raising of not more than one horse, goat or sheep, plus its offspring up to one year of age].

, or take any other action relative thereto.

MOTION:

Mr. Shupert moves that the Town adopt the zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 43 AMEND ZONING BYLAW - ARC DISTRICT CHANGES

(Two-thirds vote)

To see if the Town will vote to amend the zoning map and the zoning bylaw as follows:

Zoning Districts	Minimum Lot Area In sq. ft.	Minimum Lot Frontage in feet	Minimum Lot Width in feet	Minimum Front Yard in feet	Minimum Side & Rear Yard in feet	Minimum Open Space in percent	Maximum Floor Area ratio	Maximum Height in feet
ARC	NR [80,000]	20	50	20 [45]	10 [20]	NR	NR	36

, or take any other action relative thereto.

MOTION:

Mr. Ashton moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 44 * STREET ACCEPTANCE - BELLOWS FARM SUBDIVISION

(Two-thirds vote)

To see if the Town will accept as public ways the following streets or any portions thereof, as laid out by the Board of Selectmen according to plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easement in said streets and associated parcels of land by eminent domain or otherwise, including easements for drainage, utility, sidewalk or other purposes as shown on said plans or described in the Order of Layout;

In the BELLOWS FARM SUBDIVISION

DAVIS ROAD - a loop road, from the previous limit of acceptance at Station 23 + 00 (1300 feet from Great Road) a distance of 6047 feet, more or less, in a generally easterly, southerly, westerly, then northerly direction to the southerly sideline of Davis Road, this being the entire road;

A. Amend the zoning map, Map No. 1, by rezoning from General Industrial (GI) to Agriculture Recreation Conservation (ARC) an area of land shown in the 2003 Town Atlas on map F-3 as parcels 16 and 16-1.

B. Amend the zoning bylaw, section 5, Table of Dimensional Regulations, by deleting the line for ARC and replacing it with a new line for ARC as follows [Notes in italic print are not part of the article but are intended for explanation only. For reference purposes, where changes are proposed in the ARC district, the present designation is shown in brackets]:

BRIAR HILL ROAD - from the easterly sideline of Davis Road a distance of 1259 feet, more or less, in a generally easterly direction to the easterly sideline of a 70 foot radius cul-de-sac, including the cul-de-sac, this being the entire road;

BELLOWS FARM ROAD - from the easterly sideline of Davis Road a distance of 1640 feet, more or less, in a generally northerly direction to the southerly sideline of Briar Hill Road, including Parcel C and the 20-foot wide Emergency Access Only Easement to Strawberry Hill Road, this being the entire road;

, or take any other action relative thereto.

MOTION:

Mr. Shupert moves that the Town accept as public ways the streets listed in the Article, as laid out by the Board of Selectmen, according to the plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 45 * STREET ACCEPTANCE - MAPLE CREEK FARM SUBDIVISION

(Two-thirds vote)

To see if the Town will accept as public ways the following streets or any portions thereof, as laid out by the Board of Selectmen according to plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easement in

said streets and associated parcels of land by eminent domain or otherwise, including easements for drainage, utility, sidewalk or other purposes as shown on said plans or described in the Order of Layout;

In the MAPLE CREEK FARM SUBDIVISION

WOODFIELD ROAD - from the southerly sideline of Summer Street a distance of 994 feet, more or less, in a generally southerly direction to the southerly sideline of a 70 foot radius cul-de-sac, including the cul-de-sac, this being the entire road;

SHADY LANE - from the westerly sideline of Woodfield Road a distance of 594 feet, more or less, in a generally westerly direction to the southerly sideline of a 70 foot radius cul-de-sac, including the cul-de-sac, this being the entire road;

, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town accept as public ways the streets listed in the Article, as laid out by the Board of Selectmen, according to the plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout.

MOTION CARRIES UNANIMOUSLY

ARTICLE 46 * STREET ACCEPTANCE - NORTH ACTON WOODS SUBDIVISION
(Two-thirds vote)

To see if the Town will accept as public ways the following streets or any portions thereof, as laid out by the Board of Selectmen according to plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easement in said streets and associated parcels of land by eminent domain or otherwise, including easements for drainage, utility, sidewalk or other purposes as shown on said plans or described in the Order of Layout;

In the NORTH ACTON WOODS SUBDIVISION

ALEXANDRA WAY - from the northeasterly sideline of Harris Street a distance of 1495 feet, more or less, in a generally northerly direction to the northerly sideline of a 70 foot radius cul-de-sac, including the cul-de-sac, this being the entire road;

REEVE STREET - from the easterly sideline of Alexandra Way a distance of 574 feet, more or less, in a generally easterly direction to the northerly sideline of a 70 foot radius cul-de-sac, including the cul-de-sac and Parcel A (a 40-foot wide street right-of-way containing 8,584 square feet), this being the entire road;

, or take any other action relative thereto.

MOTION:

Mr. Johnson moves that the Town accept as public ways the streets listed in the Article as laid out by the Board of Selectmen, according to the plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 47 * LAND GIFT - 190 ARLINGTON STREET
(Majority Vote)

To see if the Town will vote to accept as a gift from Michael J. Coppolino and Paul Bevilacqua a parcel of vacant land located at 190 Arlington Street and shown as Parcel 3A-2 - 36,849 Square Feet on a plan entitled "Plan of Land in Acton, Massachusetts (Middlesex County), For: Michael J. Coppolino, dated May 28, 2002, and recorded at the Middlesex South District Registry of Deeds, Cambridge, MA as Plan 678 of 2002, said parcel is also shown on Map F-2A of the Town Atlas as Parcel 22-2, for general municipal purposes, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town accept the land as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 48 * LAND GIFT - NORTH ACTON WOODS SUBDIVISION
(Majority Vote)

To see if the Town will vote to accept as a gift from North Acton Woods Limited Partnership two parcels of vacant land on Alexandra Way and Reeve Street shown as Open Space Parcels A-1 (14.12 acres) and C (6.62 acres), both as shown on plans recorded in the Middlesex South District Registry of Deeds (Plan No.'s 314 of 1999 and 605 of 2001), and on Map C-5 of the Town Atlas as Parcel 24, and Parcel 45, respectively, for purposes of conservation, historic preservation and education, outdoor education, recreation, park purposes, agriculture, horticulture, forestry or open space, or take any other action relative thereto.

MOTION:

Mr. Johnson moves that the Town accept the land as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 49 * DRAINAGE EASEMENT - SQUIRREL HILL ROAD
(Two-thirds vote)

To see if the Town will vote to accept as a gift from Parnley Corp., and the Trustees of The Welton Realty Trust, proposed drainage easements partially twenty (20) feet wide and partially of variable width, on lots 114, 115, and 116, said lots are numbered 33, 35, and 37 Squirrel Hill Road, as shown on a plan entitled "Easement Plan, Squirrel Hill Road, Acton, Massachusetts, Prepared for Sweeney & Sons and dated December 2003, to be recorded at the Middlesex South District Registry of Deeds; and to abandon the Town's right, title and interest to the existing twenty (20) foot wide drainage easements on said lots taken by Eminent Domain on June 24, 1975, by an Order of Taking recorded at said Registry in Book 12831 Page 574, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town accept the proposed drainage easements as set forth in the Article, in a form satisfactory to the board of Selectmen and Town Counsel, and, upon the recording of said drainage easements in favor of the Town in the applicable registry or registration office, that the Board of Selectmen is authorized to abandon the now existing drainage easements as set forth in the Article.

MOTION CARRIES UNANIMOUSLY

ARTICLE 50 * SIDEWALK EASEMENT - ARLINGTON STREET
(Majority vote)

To see if the Town will vote to accept as a gift from Richard Gordon and Paula Starr Gordon, a permanent sidewalk easement and a temporary 5' wide sidewalk construction easement at 294 Arlington Street and being shown as "Proposed Sidewalk Easement" and Proposed Temporary 5' Wide Sidewalk Construction Easement" on a plan entitled "Definitive Subdivision Plan for Thunder Way, Acton, Massachusetts", dated March 31, 2003, last revised September 9, 2003, and as described more fully in a Grant of Easement to the Town of Acton, both to be recorded at the Middlesex South District Registry of Deeds, Cambridge, MA, or take any other action relative thereto.

MOTION:

Mr. Hunter moves that the Town accept the easement as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 51 * AMEND TOWN CHARTER
(Two-thirds vote)

To see if the Town will vote to amend the Town Charter as follows:

- (1) Amend Section 4-2 by adding the following line directly below "Board of Health:"

Board or Commission	Number of Members	Length of Term (years)
Board of Health (Associate Members)	2	3

- (2) Amend Section 4-2 by adding the following text paragraph under the existing table of Selectmen appointees:

The chairperson of any town board or commission with associate or alternate members may designate any such associate or alternative member to sit on the board of the agency for any particular matter(s) in the case of an absence, inability to act, or conflict of interest on the part of any regular board member thereof, or in the event of a vacancy on the board, until said vacancy is filled.

MOTION:

Mr. Hunter moves that the Town adopt the Charter amendments as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

MOTION: Mr. Foster moves to dissolve this Annual Town Meeting at 9:08 PM.

MOTION CARRIES UNANIMOUSLY

Tellers	
William Cady Head Teller	Ann Chang
Carolyn Gray	Anne Kadlec
Charles Kadlec	Robert Ferrara
John Whittier	Gail Sawyer
Edwin Richter	Jeffrey Bergart
Deena Ferrara	Karen Dudziak
Anamari Uriarte	Jesse Liberty

TOWN OF ACTON MASSACHUSETTS ABSTRACT OF THE SPECIAL TOWN MEETING HELD MONDAY, OCTOBER 18, 2004__

7:00 P.M. Acton-Boxborough Regional High School
Auditorium
Registered voters in attendance 406

Article Index

Article	Title	Page
1	Reallocation of Community Preservation Funds	2
2	Amend Zoning Bylaw - Rezone Portions of Parcels C5-3 and B5-34 to R-10/8	3
3	Amend Zoning Bylaw - Rezone Portions of Parcel C5-11 to ARC	3
4	Transfer Custody of Land for the Purpose of Conveyance - Areas A & B	3
5	Transfer Custody of Land for the Purpose of Conveyance - Area C	4
6	Land Acquisition - Area 1	4
7	Land Acquisition - Area 2	5
8	Land Acquisition - Area 3	5
9	Home Rule Petition - Land Conveyance and Acquisition	
10	Land Conveyance, Acquisition and Use Agreement	2

The Moderator, Mr. MacKenzie, called the meeting to order on Monday, October 18, 2004 at 7:04 PM.

Mr. MacKenzie introduced F. Dore Hunter, Chairman of the Board of Selectmen. Mr. Hunter introduced the members of the Board of Selectmen, Peter Ashton, Robert Johnson, William (Trey) Shupert and Walter Foster. Chairman Hunter than introduced the Town Manager, Don Johnson, Town Counsel, Steven Anderson, Town Clerk, Edward Ellis, town treasurer, John Murray and Mark Hald, IT Manager.

Mr. MacKenzie then introduced Mr. Jonathan Chinitz, Chairman of the Finance Committee. Mr. Chinitz introduced the members of the Finance Committee.

The Moderator recognizes a member of the League of Women Voters to address the meeting on a educational program for students about town meetings.

The Moderator than read article 1.

ARTICLE 1 REALLOCATION OF COMMUNITY PRESERVATION FUNDS
(Majority vote)

To see if the Town will vote to reallocate \$25,000 from the 2004 Annual Town Meeting Community Preservation Fund appropriations from item J. of Warrant Article 18, 214 Central and 28 Willow Street Feasibility Study, to the Community Housing Fund, or take any other action relative thereto.

The Moderator recognizes Peter Berry of the Community Preservation Committee to give a presentation.

MOTION: Mr. Johnson moves in the words of the Article.

MOTION CARRIES UNANIMOUSLY

The Moderator recognizes Selectman Foster who will make the Selectmen's presentation on article 2 thru 10.

Mr. Foster introduces Ms Yin Peet, Ms. Peet addresses the meeting members to provide background information and the planned or intentional use of the property in the purposed zoning articles amendments.

The moderator recognizes Finance Committee members, Mr. Chinitz and Ms. Roeber who will make a presentation for articles 2-10.

MOTION: Mr. Foster moves to reorder the articles starting with Article 10, 4, 5, 6, 7, 8, 9, 2, and 3.

MOTION CARRIES

ARTICLE 10 LAND CONVEYANCE, ACQUISITION AND USE AGREEMENT
(Majority vote)

to see if the Town will adopt a resolution ratifying the Agreement entered into between the Board of Selectmen and Yin and Creighton Peet, dated July 12, 2004 on file with the Town Clerk, concerning the acquisition and conveyance of the land and interests in real estate and water rights described in Articles 2 through 10, or take any other action relative thereto.

MOTION: Mr. Foster moves that the Town adopt a resolution ratifying the Agreement as set forth in the Article.

Vote: Yes 156 No 196

MOTION FAILS

MOTION: Mr. Hunter moves to pass over articles 4, 5, 6, 7, 8, 9, 2 and 3.

MOTION CARRIES

MOTION: Mr. Eder moves that the town adopt a non-binding resolution "That asks the Board of Selectmen to form a

committee consisting of Town Board members and concerned citizens with the intent to discuss the answers to the questions raised at this meeting with the purpose of the potential to bring this back to the next annual town meeting.

MOTION CARRIES

ARTICLE 2 AMEND ZONING BYLAW REZONE PORTIONS OF PARCELS C5-3 AND B5-34 TO R-10/8
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Map, and the Zoning Bylaw references in accordance therewith, so as to change the district designation from Agriculture/ Recreation/ Conservation “ARC”) to Residence 10/8 (“R-10/8”) of the following land in the Town of Acton shown on a plan of land entitled “Proposed Site Plan, Yin Peet Studio & Residence, Quarry Road, Acton MA, “ Drawing No. A-1, dated 12-28-2003, prepared by Norman C. Wang, Architect, on file with the Acton Town Clerk (the “Plan”):

- 1. “Area A” shown on the Plan, being a portion of Parcel 3 on the Town Atlas Map C-5 last amended January 2004,
- 2. “Area B” shown on the Plan, being a portion of Parcel 3 on the Town Atlas Map C-5 last amended January 2004, and
- 3. “Area C” shown on the Plan, being a portion of Parcel 34 on the Town Atlas Map B-5 last amended January 2004,

or take any other action relative thereto.

MOTION: TO PASSOVER CARRIES

ARTICLE 3 AMEND ZONING BYLAW REZONE PORTIONS OF PARCEL C5-11 TO ARC
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Map, and the Zoning Bylaw references in accordance therewith, so as to change the district designation from Residence 10/8 (“R-10/8”) to Agriculture/ Recreation/ Conservation (“ARC”) of the following land in the Town of Acton shown on a plan of land entitled “Proposed Site Plan, Yin Peet Studio & Residence, Quarry Road, Acton, MA,” Drawing No. A-1, dated 12-28-2203, prepared by Norman C. Wang, Architect, on file with the Acton Town Clerk (the “Plan”):

- 1. “Area 1” shown on the Plan, being a portion of Parcel 11 on the Town Atlas Map C-5 last amended January 2004; and,
- 2. “Area 3” shown on the Plan, being a portion of Parcel 11 of the town Atlas Map C-5 last amended January 2004,

Or take any other action relative thereto.

MOTION: TO PASSOVER CARRIES

ARTICLE 4 TRANSFER CUSTODY OF LAND FOR THE PURPOSE OF CONVEYANCE “AREAS A & B”
(Two-thirds vote)

To see if the Town will vote to transfer the following land in the Town of Acton shown on a plan of land entitled “Proposed Site Plan, Yin Peet Studio & residence, Quarry Road, Acton, MA,” Drawing No. A-1, dated 12-28-2003, prepared by Norman C. Wang, Architect, and on file with the Acton Town Clerk (the “Plan”), which land is currently held for general municipal purposes or for other specific municipal purposes for which it has heretofore been devoted, from the Board of Selectmen to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey such land on such terms and conditions and for such consideration, which may be non-monetary consideration, as the Selectmen may determine:

- 1. “Area A” shown on the Plan, being a portion of Parcel 3 on the Town Atlas Map C-5 last amended January 2004, and
- 2. “Area B” shown on the Plan, being a portion of Parcel 3 on the Town Atlas Map C-5 last amended January 2004,

Or take any other action relative thereto:

MOTION: TO PASS OVER CARRIES

ARTICLE 5 TRANSFER CUSTODY OF LAND FOR THE PURPOSE OF CONVEYANCE “AREA C”
(Two-thirds vote)

To see if the Town will vote to transfer the following land in the Town of Acton shown on a plan of land entitled “Proposed Site Plan, Yin Peet Studio & residence, Quarry Road, Acton, MA,” Drawing No. A-1, dated 12-28-2003, prepared by Norman C. Wang, Architect, and on file with the Acton Town Clerk (the “Plan”), which land is currently held for general municipal purposes or for other specific municipal purposes for which it has heretofore been devoted, from the Board of Selectmen to the Board of Selectmen for the purpose of conveyance of an access/ egress easement therein and to authorize the Board of Selectmen to convey an access/ egress easement therein, on such terms and conditions and for such consideration, which may be non-monetary consideration, as the Selectmen may determine:

- “Area C” shown on the Plan, being a portion of Parcel 34 on the Town Atlas Map B-5 last amended January 2004,

Or take any other action relative thereto:

MOTION: TO PASSEVER CARRIES

ARTICLE 6 LAND ACQUISITION - "AREA 1"

(Two-thirds vote)

To see if the Town will authorize the Board of Selectmen to acquire by purchase, gift or eminent domain or otherwise and to accept the deed of a fee simple interest, on such terms and conditions as the Selectmen may determine, in the following land in the Town of Acton shown on a plan of land entitled "Proposed Site Plan, Yin Peet Studio & Residence, Quarry Road, Acton, MA," Drawing No. A-1, dated 12-28-2003, prepared by Norman C. Wang, Architect, on file with the Acton Town Clerk (the "Plan"):

"Area 1" shown on the Plan, being a portion of Parcel 11 on the Town Atlas Map C-5 last amended January 2004,

and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

MOTION: TO PASSEVER CARRIES

ARTICLE 7 LAND ACQUISITION - "AREA 2"

(Two-thirds vote)

To see if the Town will authorize the Board of Selectmen to acquire by purchase, gift or eminent domain or otherwise and to accept the deed of an easement interest and water rights, on such terms and conditions as the Selectmen may determine, in the following land and water in the Town of Acton shown on a plan of land entitled "Proposed Site Plan, Yin Peet Studio & Residence, Quarry Road, Acton, MA," Drawing No. A-1, dated 12-28-2003, prepared by Norman C. Wang, Architect, on file with the Acton Town Clerk (the "Plan"):

"Area 2" shown on the Plan, being a portion of Parcel 11 on the Town Atlas Map C-5 last amended January 2004,

and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

MOTION: TO PASSEVER CARRIES

ARTICLE 8 LAND ACQUISITION - "AREA 3"

(Two-thirds vote)

To see if the Town will authorize the board of Selectmen to acquire by purchase, gift or eminent domain or otherwise and to accept the deed of a fee simple interest, subject to a non-exclusive easement reserved by the grantor for access and art display on such terms and conditions as the Selectmen may determine the following land in the Town of Acton shown on a plan of land entitled "Proposed Site Plan, Yin Peet Studio & Residence,

Quarry Road, Acton, MA," Drawing No. A-1 dated 12-28-2003, prepared by Norman C. Wang, Architect, on file with the Acton Town Clerk (the "Plan"):

"Area 3" shown on the Plan, being a portion of Parcel 11 on the Town Atlas Map C-5 last amended January 2004,

and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

MOTION: TO PASSEVER CARRIES

ARTICLE 9 HOME RULE PETITION - LAND CONVEYANCE AND ACQUISITION

(Majority vote)

To see if the Town will authorize the Board of Selectmen to petition the General Court to adopt special legislation authorizing the Town to convey and acquire the land and interests in real estate and water rights described under Articles 2 through 10 notwithstanding the requirements of General Laws Chapter 30B and any other general or special law to the contrary, and if and to the extent necessary, to authorize a change in use of said real estate pursuant to Article 97 of the Amendments to the Massachusetts Constitution, or take any other action relative thereto.

MOTION: TO PASSEVER CARRIES

MOTION: Mr. Hunter moves to dissolve the Special Town Meeting at 10:35 P.M.

MOTION CARRIES

Tellers
William Cady Head Teller
Carolyn Gray
Charles Kadlec
John Whittier
Ann Chang
Anne Kadlec
Robert Ferrara
Gail Sawyer

TOWN ELECTIONS AND STATISTICS

TOWN OF ACTON ANNUAL TOWN ELECTION MARCH 30, 2004

VOTE COUNT		PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
Machine	9:00 AM	5	3	13	6	10	4	41	0%
	12:00 PM	18	15	38	24	36	26	157	1%
	3:00 PM	23	31	63	35	41	46	239	2%
	6:00 PM	43	48	88	55	57	60	351	3%
Machine Total - Final		56	51	106	59	62	70	404	3%
Hand Count (red strip)		0	0	0	0	0	0	0	
TOTAL VOTED		56	51	106	59	62	70	404	

TOTAL # REGISTERED VOTERS-	1872	1996	2253	1982	1963	1871	11937
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MODERATOR

Blanks	5	7	11	7	6	8	44	11%
Donald MacKenzie	50	43	90	50	56	62	351	87%
Scattered	1	1	5	2	0	0	9	2%
TOTAL	56	51	106	59	62	70	404	100%

SELECTMAN

Blanks	16	21	40	20	36	15	148	18%
Peter K. Ashton	47	40	83	45	45	64	324	40%
Walter M. Foster	48	39	78	47	41	61	314	39%
Scattered	1	2	11	4	2	0	20	2%
TOTAL	112	102	212	116	124	140	806	100%

SCHOOL COMMITTEE

Blanks	16	28	47	30	38	26	185	23%
Michael J. Coppolino	46	33	81	43	44	57	304	38%
Terence Lindgren	49	34	79	42	42	54	300	37%
Scattered	1	7	5	1	0	3	17	2%
TOTAL	112	102	212	116	124	140	806	100%

TRUSTEE, MEMORIAL LIBRARY

Blanks	2	8	23	7	14	2	56	14%
Thomas F. Dunn	54	42	83	51	48	68	346	86%
Scattered	0	1	0	1	0	0	2	0%
TOTAL	56	51	106	59	62	70	404	100%

ACTON HOUSING AUTHORITY

Blanks	9	10	27	12	14	8	80	20%
Erin O'Brien Bettez	46	40	79	46	48	62	321	79%
Scattered	1	1	0	1	0	0	3	1%
TOTAL	56	51	106	59	62	70	404	100%

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
WATER SUPPLY DIST.								
COMMISSIONER								
Blanks	6	11	14	11	15	7	64	16%
Ronald R. Parenti	49	38	91	47	46	63	334	83%
Scattered	1	2	1	1	1	0	6	1%
TOTAL	56	51	106	59	62	70	404	100%

TOWN OF ACTON
PRESIDENTIAL PRIMARY
MARCH 2, 2004

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
Machine 9:00 AM	58	67	102	65	75	55	422	4%
12:00 PM	149	155	232	162	183	156	1037	9%
3:00 PM	234	237	359	262	262	263	1617	14%
6:00 PM	352	360	547	398	383	375	2415	20%
Machine Total - Final	434	466	701	492	491	479	3063	26%
Hand Count (red strip)	2	0	0	1	0	1	4	
Paper Ballots	2	0	4	4	0	2	12	
TOTAL VOTED	438	466	705	497	491	482	3079	26%
Total # Registered Voters	1855	1984	2239	1977	1952	1852	11859	
Registered Democrat	647	689	902	733	727	669	4367	
Registered Republican	323	335	276	282	250	311	1777	
Registered Unenrolled	869	953	1046	948	964	863	5643	
Other	16	7	15	14	11	9	72	

DEMOCRATIC

PRESIDENTIAL PREFERENCE

Blanks	4	1	3	1	3	2	14	1%
Richard Gephardt	0	0	0	1	1	0	2	0%
Joseph Lieberman	3	4	3	5	2	4	21	1%
Wesley K. Clark	2	1	2	0	2	1	8	0%
Howard Dean	14	21	26	19	22	22	124	5%
Carol Moseley Braun	1	1	1	0	1	1	5	0%
John Edwards	61	72	122	89	82	75	501	18%
Dennis J. Kucinich	15	12	46	17	24	26	140	5%
John F. Kerry	294	288	410	307	309	283	1891	69%
Lyndon H. LaRouche, Jr.	1	1	1	0	1	0	4	0%
Al Sharpton	1	3	11	3	3	1	22	1%
No Preference	2	0	0	0	1	2	5	0%
Scattered	1	1	0	3	2	0	7	0%
Total	399	405	625	445	453	417	2744	100%

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
STATE COMMITTEE MAN								
Blanks	136	143	235	168	157	135	974	35%
James B. McGowan	263	262	389	277	296	282	1769	64%
Jeremy Robinson-Leon	0	0	1	0	0	0	1	0%
Scattered	0	0	0	0	0	0	0	0%
Total	399	405	625	445	453	417	2744	100%
STATE COMMITTEE WOMAN								
Blanks	122	144	231	178	156	143	974	35%
Kathleen Donaghue	277	261	394	267	297	274	1770	65%
Scattered	0	0	0	0	0	0	0	0%
Total	399	405	625	445	453	417	2744	100%
TOWN COMMITTEE								
Blanks	8799	9246	13822	9882	10344	8995	61088	64%
Group	189	169	256	197	191	192	1194	1%
Gregory M. Jarboe	204	196	333	230	216	229	1408	1%
James B. Eldridge	223	237	426	299	294	260	1739	2%
David W. Keeler	198	181	294	210	200	210	1293	1%
Susan M. Kennedy	209	186	310	220	229	221	1375	1%
Pamela A. Harting-Barrat	220	231	365	257	250	246	1569	2%
Alice "Micki" Williams	213	208	340	235	234	248	1478	2%
Susan L. Appel	205	189	320	224	210	214	1362	1%
Andrew R. Dennington	200	191	287	220	207	219	1324	1%
Robert B. Whittlesey	194	180	291	214	216	208	1303	1%
Evelyn D. Olschewski	207	207	322	220	217	238	1411	1%
Thomas J. Holloway	193	179	284	211	206	205	1278	1%
Jocelyn E. Drum	203	182	284	212	201	205	1287	1%
Stephen M. Prescott	198	179	283	215	199	212	1286	1%
Decna A. Ferrara	207	197	324	213	224	231	1396	1%
Michael S. Eder	196	182	284	218	201	203	1284	1%
Karen J. Laufer	200	192	302	217	206	209	1326	1%
Andrew T. Jarboe	203	190	311	217	205	215	1341	1%
Susan F. Purchon	200	190	305	216	210	209	1330	1%
Pamela P. Resor	273	280	444	320	300	316	1933	2%
Sydney L. Levin	201	184	289	213	207	220	1314	1%
David T. Barrat	207	201	328	233	219	227	1415	1%
Robert V. Ferrara	201	195	315	226	216	226	1379	1%
Carol A. Novak	207	186	314	224	216	207	1354	1%
Michael G. Fisher	199	181	291	211	203	202	1287	1%
James J. Murphy	201	193	303	217	213	210	1337	1%
Jeremy Robinson-Leon	0	5	15	0	0	4	24	0%
Mary Herington	1	1	12	0	3	3	20	0%
Maya Spies	0	1	12	0	2	2	17	0%
Carol Marcacci	0	1	10	0	3	1	15	0%
Scattered	3	4	55	1	4	0	67	0%
TOTAL	13965	14175	21875	15575	15855	14595	96040	100%
REPUBLICAN								
PRESIDENTIAL PREFERENCE								
Blanks	2	2	2	2	0	1	9	3%
George Bush	32	49	64	39	33	55	272	84%
No Preference	3	6	9	5	3	5	31	10%
Scattered	0	4	1	2	2	2	11	3%
Total	37	61	76	48	38	63	323	100%

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
STATE COMMITTEE MAN								
Blanks	2	6	3	5	1	4	21	7%
William C. Sawyer	28	48	59	34	36	51	256	79%
Paul R. Ferro	7	7	14	9	1	8	46	14%
Scattered	0	0	0	0	0	0	0	0%
Total	37	61	76	48	38	63	323	100%
STATE COMMITTEE WOMAN								
Blanks	7	13	13	7	3	2	45	14%
Jeanne S. Kangas	30	48	62	41	35	61	277	86%
Gay Tomasevich	0	0	1	0	0	0	1	0%
Total	37	61	76	48	38	63	323	100%
TOWN COMMITTEE								
Blanks	777	1397	1417	1019	791	1181	6582	58%
Group	21	28	53	25	23	42	192	2%
Carol N. Mahoney	25	32	56	31	26	48	218	2%
Mary Anne Seward	24	35	54	31	24	45	213	2%
John T. Teduits	22	36	56	29	24	45	212	2%
Dewitt C. Seward, III	23	36	54	31	23	45	212	2%
Andrew T. Kelly	22	30	54	27	23	43	199	2%
Mark F. X. Delaney	23	31	55	28	23	46	206	2%
David K. Stone	25	32	55	29	24	44	209	2%
Carol K. Stone	24	32	55	29	24	45	209	2%
David F. Olden	23	31	55	29	23	42	203	2%
Janet S. Olden	22	31	55	29	24	46	207	2%
Katherine F. Arnold	24	32	59	32	25	49	221	2%
Todd D. Fenniman	25	45	64	39	30	53	256	2%
John E. Ryder, Jr.	25	31	56	27	23	44	206	2%
Jonathan E. Chinitz	22	30	55	25	24	45	201	2%
Herman L. Kabakoff	24	36	61	36	26	49	232	2%
James F. Ettwein	22	35	55	29	24	44	209	2%
Susanne Ettwein	22	35	55	28	25	45	210	2%
Connie A. Dearborn	23	31	57	28	24	46	209	2%
William C. Sawyer	26	40	59	35	28	51	239	2%
James L. Press	23	30	55	27	23	44	202	2%
Rita L. Dolan	24	34	56	33	26	53	226	2%
Thomas B. McConnon	24	32	55	29	23	44	207	2%
Scattered	1	1	7	0	0	8	17	0%
TOTAL	1295	2135	2660	1680	1330	2205	11305	100%
LIBERTARIAN								
PRESIDENTIAL PREFERENCE								
Blanks	0	0	0	1	0	0	1	13%
Jeffrey Diket	0	0	1	0	0	0	1	13%
Ruben Perez	0	0	0	0	0	0	0	0%
Aaron Russo	0	0	0	0	0	1	1	13%
Michael Badnarik	0	0	1	0	0	0	1	13%
Garry Nolan	0	0	0	2	0	1	3	38%
No Preference	0	0	1	0	0	0	1	13%
Total	0	0	3	3	0	2	8	100%

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
STATE COMMITTEE MAN								
Blanks	0	0	2	2	0	1	5	63%
David Hudson	0	0	1	1	0	1	3	38%
Scattered	0	0	0	0	0	0	0	0%
Total	0	0	3	3	0	2	8	100%
STATE COMMITTEE WOMAN								
Blanks	0	0	3	3	0	2	8	100%
Scattered	0	0	0	0	0	0	0	0%
Total	0	0	3	3	0	2	8	100%
TOWN COMMITTEE								
Blanks	0	0	3	3	0	2	8	100%
Scattered	0	0	0	0	0	0	0	0%
Total	0	0	3	3	0	2	8	100%
GREEN-RAINBOW								
PRESIDENTIAL PREFERENCE								
Blanks	0	0	0	0	0	0	0	0%
Kent Mesplay	0	0	0	0	0	0	0	0%
Lorna Salzman	0	0	0	0	0	0	0	0%
Paul Glover	0	0	0	0	0	0	0	0%
David Cobb	1	0	0	0	0	0	1	25%
No Preference	1	0	1	1	0	0	3	75%
Total	2	0	1	1	0	0	4	100%
STATE COMMITTEE MAN								
Blanks	2	0	1	1	0	0	4	100%
Scattered	0	0	0	0	0	0	0	0%
Total	2	0	1	1	0	0	4	100%
STATE COMMITTEE WOMAN								
Blanks	2	0	1	1	0	0	4	100%
Scattered	0	0	0	0	0	0	0	0%
Total	2	0	1	1	0	0	4	100%
TOWN COMMITTEE								
Blanks	2	0	1	0	0	0	3	75%
Chris Schaffner	0	0	0	1	0	0	1	25%
Scattered	0	0	0	0	0	0	0	0%
Total	2	0	1	1	0	0	4	100%

TOWN OF ACTON
STATE PRIMARY
SEPTEMBER 14, 2004

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
Machine 9:00 AM	19	27	33	17	23	17	136	1%
12:00 PM	42	63	90	70	62	58	385	3%
3:00 PM	84	93	143	101	93	101	615	5%
6:00 PM	135	150	268	180	179	178	1090	9%
Machine Total - Final 8:00 PM	171	182	314	208	214	212	1301	11%
Hand Count (red strip)	0	1	3	5	5	1	15	
TOTAL VOTED	171	183	317	231	219	213	1316	11%

Total # Registered Voters	1866	2015	2242	1951	1943	1870	11887
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DEMOCRAT

REPRESENTATIVE IN CONGRESS

Blanks	4	2	12	6	6	5	35	5%
Martin T. Meehan	94	79	153	98	127	105	656	95%
Other	0	1	1	1	0	0	3	0%
TOTAL	98	82	166	105	133	110	694	100%

COUNCILLOR

Blanks	26	16	40	28	32	20	162	23%
Marilyn M. Petitto Devaney	72	65	125	76	101	90	529	76%
Other	0	1	1	1	0	0	3	0%
TOTAL	98	82	166	105	133	110	694	100%

SENATOR IN GENERAL COURT

Blanks	6	1	7	0	3	3	20	3%
Pamela P. Resor	92	80	157	103	130	106	668	96%
Rod Jane	0	1	1	2	0	1	5	1%
Other	0	0	1	0	0	0	1	0%
TOTAL	98	82	166	105	133	110	694	100%

REPRESENTATIVE ON GENERAL COURT

14th Middlesex District

Blanks	7	6				8	21	7%
Cory Atkins	90	75				102	267	92%
Other	1	1				0	2	1%
TOTAL	98	82	0	0	0	110	290	100%

REPRESENTATIVE ON GENERAL COURT

37th Middlesex District

Blanks			9	5	2		16	4%
James B. Eldridge			155	99	131		385	95%
Other			2	1	0		3	1%
TOTAL	0	0	166	105	133	0	404	100%

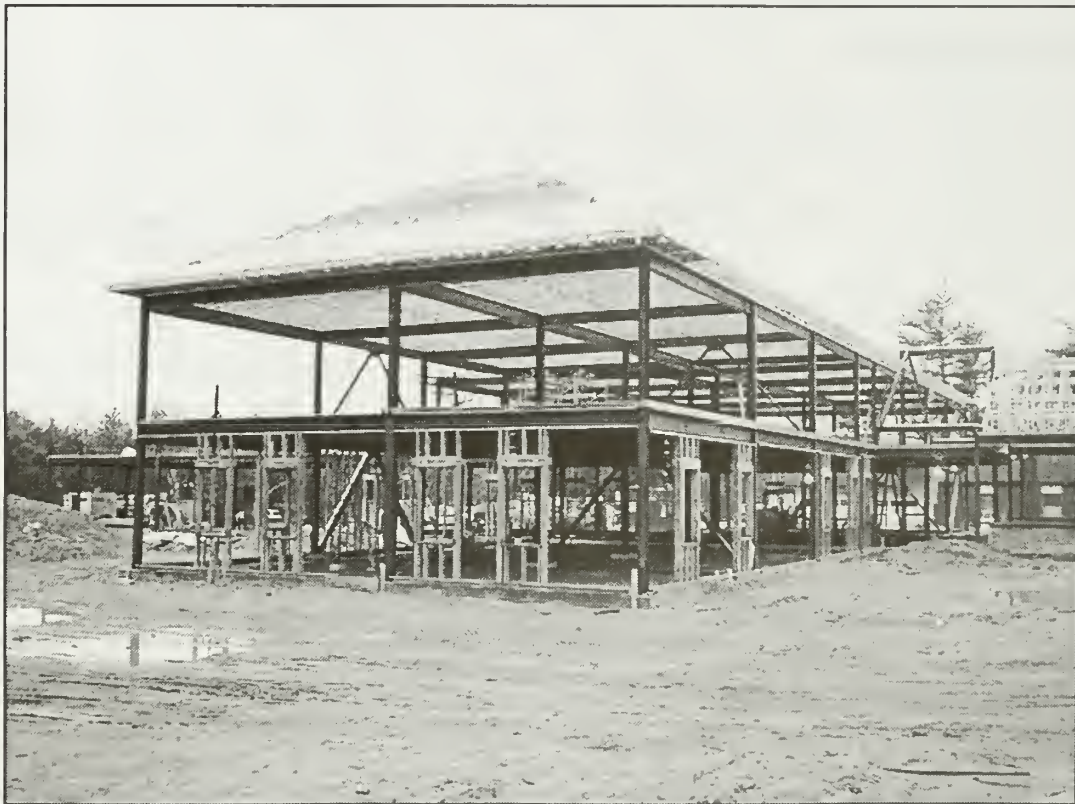
VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
SHERIFF								
Blanks	12	6	38	25	26	22	129	19%
James V. Dipaola	42	32	72	46	47	43	282	41%
Robert A. Demoura	34	31	44	26	43	28	206	30%
Brian M. Gillis	10	12	12	8	16	17	75	11%
Other	0	1	0	0	1	0	2	0%
TOTAL	98	82	166	105	133	110	694	100%
REPUBLICAN								
REPRESENTATIVE IN CONGRESS								
Blanks	8	8	23	11	9	5	64	10%
Ilana Freedman	18	20	40	22	21	25	146	24%
Thomas P. Tierney	45	72	86	73	55	73	404	65%
Other	2	0	0	0	1	0	3	0%
TOTAL	73	100	149	106	86	103	617	100%
COUNCILLOR								
Blanks	72	99	146	106	85	103	611	99%
Other	1	1	3		1	0	6	1%
TOTAL	73	100	149	106	86	103	617	100%
SENATOR IN GENERAL COURT								
Blanks	4	2	3	2	3	1	15	2%
Rod Jane	54	83	121	84	69	85	496	80%
Arthur G. Vigeant	13	15	25	20	14	17	104	17%
Other	2	0	0	0	0	0	2	0%
TOTAL	73	100	149	106	86	103	617	100%
REPRESENTATIVE ON GENERAL COURT								
14th Middlesex District								
Blanks	16	21				14	51	18%
Douglas A. G. Stevenson	57	79				89	225	82%
	0	0				0	0	0%
TOTAL	73	100	0	0	0	103	276	100%
REPRESENTATIVE ON GENERAL COURT								
37th Middlesex District								
Blanks			27	4	15		46	13%
Thomas J. (T.J.)Dyer			121	102	71		294	86%
Other			1	0	0		1	0%
TOTAL	0	0	149	106	86	0	341	100%
SHERIFF								
Blanks	73	100	144	106	85	103	611	99%
Other	0	0	5	0	1	0	6	1%
TOTAL	73	100	149	106	86	103	617	100%
LIBERTARIAN								
REPRESENTATIVE IN CONGRESS								
Blanks	0	0	0	1	0	0	1	100%
	0	0	0	0	0	0	0	0%
TOTAL	0	0	0	1	0	0	1	100%

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
COUNCILLOR								
Blanks	0	0	0	1	0	0	1	100%
TOTAL	0	0	0	1	0	0	1	100%
SENATOR IN GENERAL COURT								
Blanks	0	0	0	1	0	0	1	100%
TOTAL	0	0	0	1	0	0	1	100%
REPRESENTATIVE ON GENERAL COURT								
14th Middlesex District								
Blanks	0	0				0	0	#DIV/0!
TOTAL	0	0	0	0	0	0	0	#DIV/0!
REPRESENTATIVE ON GENERAL COURT								
37th Middlesex District								
Blanks			0	1	0		1	100%
TOTAL	0	0	0	1	0	0	1	100%
SHERIFF								
Blanks	0	0	0	1	0	0	1	100%
TOTAL	0	0	0	1	0	0	1	100%
GREEN-RAINBOW PARTY								
REPRESENTATIVE IN CONGRESS								
Blanks	0	0	0	1	0	0	1	50%
Other	0	1	0	0	0	0	1	50%
TOTAL	0	1	0	1	0	0	2	100%
COUNCILLOR								
Blanks	0	1	0	1	0	0	2	100%
TOTAL	0	1	0	1	0	0	2	100%
SENATOR IN GENERAL COURT								
Blanks	0	1	0	1	0	0	2	100%
TOTAL	0	1	0	1	0	0	2	100%
REPRESENTATIVE ON GENERAL COURT								
14th Middlesex District								
Blanks	0	1				0	1	100%
TOTAL	0	1	0	0	0	0	1	100%
REPRESENTATIVE ON GENERAL COURT								
37th Middlesex District								
Blanks			0	1	0		0	100%
TOTAL	0	0	0	0	0	0	1	100%
SHERIFF								
Blanks	0	1	0	1	0	0	2	100%
TOTAL	0	1	0	1	0	0	2	100%

TOWN OF ACTON
STATE ELECTION
NOVEMBER 2, 2004

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
Machine 9:00 AM	293	330	212	246	244	308	1633	13%
12:00 PM	744	889	1114	850	954	895	5446	43%
3:00 PM	1074	1201	1375	1189	1147	1155	7141	57%
6:00 PM	1410	1575	1813	1547	1505	1478	9328	74%
Machine Total - Final 8:00 PM	1660	1815	2074	1781	1744	1677	10751	85%
Hand Count (2	3	3	8	1	8	25	0%
Oversea Ballots	1	1	1	1	1	1	6	
Provisional Ballots	3	1	3	0	1	0	8	
Specially Qualified Voters	2	1	2	0	1	3	9	
TOTAL VOTED	1668	1821	2083	1790	1748	1689	10799	86%
 Total # Registered Voters	 2015	 2120	 2345	 2055	 2046	 2005	 12586	
PRESIDENT & VICE PRESIDENT								
Blanks	13	8	12	12	6	10	61	1%
Badnarik and Campagna	17	13	17	20	11	8	86	1%
Bush and Cheney	552	645	662	557	505	564	3485	32%
Cobb and LaMarche	8	8	9	6	6	4	41	0%
Kerry and Edwards	1069	1128	1372	1190	1210	1094	7063	65%
Nader and Camejo	4		5	3		3	15	0%
Others	5	19	6	2	10	6	48	0%
TOTAL	1668	1821	2083	1790	1748	1689	10799	100%
REPRESENTATIVE IN CONGRESS								
Blanks	105	62	70	83	70	69	459	4%
Martin T. Meehan	1050	1184	1411	1196	1191	1115	7147	66%
Thomas P. Tierney	511	574	599	509	487	505	3185	29%
Others	2	1	3	2	0	0	8	0%
TOTAL	1668	1821	2083	1790	1748	1689	10799	100%
COUNCILLOR								
Blanks	571	574	684	581	557	597	3564	33%
Marilyn M. Petitto Devaney	1079	1235	1375	1191	1175	1091	7146	66%
Others	18	12	24	18	16	1	89	1%
TOTAL	1668	1821	2083	1790	1748	1689	10799	100%
SENATOR IN GENERAL COURT								
Blanks	94	56	47	61	56	45	359	3%
Pamela P. Resor	1019	1166	1362	1184	1183	1090	7004	65%
Rod Jane	554	598	672	542	506	554	3426	32%
Other	1	1	2	3	2	0	9	0%
TOTAL	1668	1821	2083	1790	1747	1689	10798	100%
REPRESENTATIVE ON GENERAL COURT								
14th Middlesex District (1,2,6)								
Blanks	110	76				71	257	5%
Cory Atkins	966	1041				992	2999	58%
Douglas A. G. Stevenson	590	702				623	1915	37%
Others	2	2				3	7	0%
TOTAL	1668	1821	0	0	0	1689	5178	100%

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%
REPRESENTATIVE ON GENERAL COURT								
37th Middlesex District (3,4,5)								
Blanks			79	71	90		240	4%
James B. Eldridge			1365	1193	1171		3729	66%
Thomas J. (T.J.) Dyer			632	522	484		1638	29%
Others			7	4	3		14	0%
TOTAL	0	0	2083	1790	1748	0	5621	100%
SHERIFF								
Blanks	527	522	634	522	521	545	3271	30%
James V. Dipaola	1127	1286	1417	1243	1200	1136	7409	69%
Others	14	13	32	25	27	8	119	1%
TOTAL	1668	1821	2083	1790	1748	1689	10799	100%
VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	TOTAL	%



The New Acton Public Safety Facility's Interior Bones

OTHER INFORMATION

REGISTERED VOTER STATISTICS	
Democrats	3,374
Republicans	1,719
Unenrolled	7,452
Others	70
Total Registered	12,615
Unregistered	7,232
POPULATION	19,847

DOG STATISTICS	
Dog Licenses	1,701
Kennel Licenses	16

VITAL STATISTICS	
Births Recorded	201
Death Recorded	112
Marriages Recorded	96

DEATH		
DATE	NAME	AGE
04/20/04	Ames, Katherine Ellen	62
04/20/04	Ames, Michael Joseph	84
05/31/04	Aten, Mary C.	53
03/19/04	Banks, Archie Edward	91
09/14/04	Beren, Maurice	99
06/15/04	Berger, Anna J.	101
11/25/04	Blair, Elizabeth	59
02/27/04	Bradley, Charles	55
08/03/04	Brusie, Charles E. Jr.	58
06/19/04	Burgess, James A.	85
05/01/04	Burr, Barbara C.	81
03/17/04	Bursaw, Edward Wilson	85
10/31/04	Cadieux, Elaine B.	79
11/09/04	Carruthers, Mary A.	77
04/17/04	Caruso, Kathleen M.	59
11/25/04	Ceranni, Mary P.	92
03/28/04	Clarke, Ralph	93
01/14/04	Comtois, Justine	93
07/08/04	Condon, Sylvester P.	77
03/09/04	Corbett, Alice J.	80
12/10/04	D'Andragora, Rosemarie	69
01/20/04	Davis, Fannie Evelyn	104
10/25/04	Day, Charles E.	64
04/02/04	Deutsch, Lynne K.	47
05/05/04	Donahue, Jessie	90
04/11/04	Donald, James C.	74
04/11/04	Donovan, Warren Francis	88
09/12/04	Dow, Russell E.	81
04/11/04	Dumont, Yvonne	96
06/30/04	Evans, Patricia K.	77
07/02/04	Foster, Ruth E.	90
04/23/04	Gaudet, Eugene	92
08/24/04	Gervais, Cecile M.	80
02/07/04	Glahn, George A.	75
06/15/04	Gordon, Grace	86

DATE	NAME	AGE
06/05/04	Harring, Barbara A.	70
05/11/04	Harris, John L.	83
02/27/04	Hedrick, Jack Franklin	66
08/21/04	Hojem, Robert S.	84
12/16/04	Holmes, Leonis	98
02/12/04	Hsieh, Fan Jui K.	91
07/21/04	Hunter, William	88
10/22/04	Jenne, Cecile M.	74
03/12/04	Johnson, Treva I.	82
03/04/04	Jung, Peter	85
08/28/04	Kasparian, Mary	88
06/23/04	Kendall, Laonie	95
11/28/04	Kennedy, Ann S.	93
01/07/04	Killooy, David	61
05/02/04	Kreeb, Marian J.	76
08/01/04	Kronenberg, Morty	94
03/01/04	Kuludjian, Olga	94
04/13/04	Lazdowski, Katherine	83
06/01/04	Lebert, Russell G.	76
03/25/04	Lee, Wen Hsiang	77
10/24/04	Lussier, George J.	66
05/09/04	Lylin, Evgeny	22
03/13/04	MacDonald, Carol T.	79
08/11/04	Mach, Cuc K.	66
01/11/04	Macleod, John E.	63
07/14/04	Malinowski, Robert M.	52
06/29/04	Margolien, Grace L.	81
11/02/04	Marks, Sylvia	87
10/12/04	Mason, Paul H.	77
11/07/04	Matheson, Susan L.	57
09/22/04	McCann, John B.	85
06/01/04	McCauley, Barbara F.	84
11/04/04	McCauley, Edward J.	86
04/17/04	McCauley, Julia A.	73
10/02/04	McDermott, Evelyn T.	92
05/01/04	McNulty, Rose	73
03/29/04	Mercurio, Joseph	89
01/21/04	Mintz, Harriet	81
05/13/04	Monsen, Helen B.	69
10/21/04	Moroney, Alice R.	76
06/11/04	Morrison, Matthew J.	29
04/06/04	Murphy, Genevieve M.	80
11/13/04	Nordberg, Myrtle C.	91
10/01/04	Orrok, Helen	96
10/06/04	Palma, Salvatore	87
05/24/04	Pedersen, Elizabeth R.	87
06/06/04	Pogue, Joseph G.	87
10/22/04	Prescott, Helen I.	82
12/28/04	Redding, Essie P.	88
09/14/04	Roga, Leontine	98
10/02/04	Rosenfeld, Mark	58
05/11/04	Ryan, Enda J.	61
09/12/04	Salvucci, Carmin P.	69
07/03/04	Sawyer, Norman D.	87
04/16/04	Shenk, Priscilla H.	95

DATE	NAME	AGE
03/16/04	Silva, Mary T.	89
01/09/04	Silverstein, Lois A.	71
03/23/04	Smith, Daniel	90
12/06/04	Sofka, Stanley G.	90
12/15/04	Sordill, Ella M.	88
11/10/04	Sousa, Malvina C.	92
11/14/04	Spigai, Nancy	96
10/19/04	Steele III, Jacob H.	93
04/17/04	Sullivan, Mary J.	84
08/27/04	Sutherland, George A.	62
12/08/04	Tabloski, Theodore F.	88
04/30/04	Taylor, Helena K.	95
09/03/04	Tetreault, Marion E.	85
02/17/04	Thompson, Richard	73
09/12/04	Vickery, Marilyn	68
04/07/04	Vizgirda, Jonas	91
04/09/04	Ward, Francis	73
07/24/04	Wasfy, Therese	71
09/17/04	Weaver, Charles B.	63
09/14/04	Whitaker, Noreen F.	57
06/07/04	Young, Alexander Kyle	18
10/21/04	Zinicola, Biagio	90



Firm Foundations of the Acton Public Safety Facility

ACTON INFORMATION

NATIONAL, STATE, AND COUNTY OFFICIALS

NATIONAL

President	George W. Bush
Vice-President	Richard Cheney
Senators in Congress	Edward M. Kennedy
5th Congressional District	John F. Kerry
Representative in Congress 5th Congressional District	Martin T. Meehan

STATE

Governor	Mitt Romney
Lieutenant Governor	Kerry Healey
Secretary of the Commonwealth	William F. Galvin
Attorney General	Thomas F. Reilly
Treasurer and Receiver General	Timothy P. Cahill
Auditor of the Commonwealth	A. Joseph DeNucci
Senator Middlesex / Worcester District	Pamela P. Resor
Representative in General Court 14th Middlesex Representative District	Corey Atkins
Representative in General Court 37th Middlesex Representative District	James B. Eldridge

MIDDLESEX COUNTY

Clerk of Superior Court	Edward J. Sullivan
Register of Deeds Middlesex South	Eugene C. Brune
Register of Probate	John R. Buonomo
District Attorney	Martha Coakley
County Sheriff	James V. DiPaola

ELECTED TOWN OFFICIAL

POSITION NAME

TERM EXPIRES

Moderator

Donald MacKenzie 2005

Acton Board of Selectmen

Vice-Chair	Peter K. Ashton	2007
	William (Trey) Shupert	2005
Chair	F. Dore Hunter	2005
	Walter M. Foster	2007
Clerk	Robert A. Johnson	2006

Acton - Boxborough Regional School District

	Jeffrey C. Vandegrift	2005
	Michael J. Coppolino	2007
	Mary Ann Ashton	2005
Chair	Jo-Ann M. Berry	2006
	Marie E. Altieri	2006
	Terence Lindgren	2007

Acton Public Schools Committee

	Jeffrey C. Vandegrift	2005
	Michael J. Coppolino	2007
	Mary Ann Ashton	2005
	Jo-Ann M. Berry	2006
	Marie E. Altieri	2006
Chair	Terence Lindgren	2007

Trustees Memorial Library

Sec.	Stacey Liberty	2005
	Brewster Conant	Corporate
	Davit T. Barrat	2006
	Robert Ferrara	Corporate
Pres.	Thomas F. Dunn	2007
	Francis Joyner Jr.	Corporate
	Dennis J. Ahern	Corporate
	Ann W. Chang	Corporate
V. P.	Mildred Jarvis	Corporate

Housing Authority

Vice Chair	Joseph M. Nagle	2008
Chair	Jean B. Schoch	2007
	Robert B. Whittlesey	State Appt.
Sec.	Denis P. Sullivan	2005

Trustees, Fireman's Relief Fund Acton

	William A. Klauer	2005
	Allen H. Nelson	2006
	James D. Young	2007

POSITION NAME	TERM EXPIRES
Trustees, Fireman's Relief Fund Acton	
Chair Edward M. Bennett	2006
Robert A. Vanderhoof	2007
Malcolm S. MacGregor	2005
Trustees, Charlotte Goodnow Fund	
Sally Moore	2006
Karen Sharp	2007
Chair Alice P. Miller	2005
Trustees, Elizabeth White Fund	
Chair Cornelia O. Huber	2007
Francis M. Joyner, Jr.	2006
Andrea S. Miller	2005
Trustees, West Acton Citizen Library	
Chair Robert L. Loomis	2005
Clerk Virginia A. Rhude	2007
Peter J. Guilmette	2006

OFFICIALS APPOINTED BY MODERATOR

Finance Committee

	Patricia Clifford	2007
Chair	Jonathan Chinitz	2005
	Rheta Roeber	2006
	Herman Kabakoff	2007
	Robert Evans	2006
	Patricia Easterly	2007
	Gim Hom	2007
Sec.	John Ryder	2005
	David Stone	2006

Minuteman Science - Technology High School

Charles H. Olmstead	2005
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APPOINTMENTS MADE BY SELECTMEN

POSITION NAME	TERM EXPIRES
Acton-Boxborough Cultural Council	
7 Acton members - 3 Year Term P.O. Box 2291 Acton, MA 01720	
Co-chair Michele Holland	2007
Rosie M. Latto	2006
Secrty. Rixin Li	2006
Elaine Sisler	2006
Nancy Gerhardt	2006
Co-chair Ann Budner	2006
Boxborough members	
Pat Myers	2006
Treas. Mitzi Weil	2005

POSITION NAME	TERM EXPIRES
Acton Community Housing Corp	
5 To 7 Members - 3 Year Term	
Chair Nancy Tavernier	2005
Assoc. Kevin McManus	2005
Naomi McManus	2005
Assoc. Pam Shuttle	2005
Daniel Buckley	2007
Robert B. Whittlesey	2007
Ryan Bettez	2006
Assoc. Bernice Baron	2005

Board of Appeals

3 Members and 3 Alternate Members - 3 Year Term

Alt.	Cara Voutselas	2005
Clerk	David Black	2006
Chair	Jon Wagner	2006
	Kenneth Kozik	2005
Alt.	William Sawyer	2006
Alt.	Richard Fallon	2006

Board of Assessor's

3 Members and 1 or More Alternates - 3 Year Term

chair	James Kotanchik	2006
Alt.	David E. Brown	2007
	Susan C. Miller	2005

Board of Registrar of Voters

3 Members - 3 year term

	Evelyn Olschewski	2006
	Katherine F. Arnold	2005
	Deena Ferrara	2007

Cable Advisory Committee

7 Members - 3 Year Term

	John Covert	2005
	Michael W. Geis	2007
	Theresa M. Landers	2007
	Mark H. Eisenberg	2007
	Maynard G. Brandon	2006
	Ernie J. Lang	2007
	Frits W. Riep	2006
	Brian F. Costello	2007
Assoc.	Terra Friedrichs	2005
Assoc.	Oleg H. Volinsky	2005

Cemetery Commission

3 Members - 3 Year Term

	Charles Smith	2007
Chair	Brewster Conant	2005
	Leslie Gerhardt	2006

POSITION NAME	TERM EXPIRES
Community Preservation Committee	
9 Members (see Bylaw S for terms)	
	Walter Foster 2006
	Andrew Magee 2005
	Robert Coan 2005
	Stacy Rogers 2007
	open 2005
Chair	Peter Berry 2007
	Susan Mitchell-Hardt 2006
V- Chair	Catherine Coleman 2006
Assoc.	Matthew Lundberg 2007
Assoc.	Nancy Tavernier 2005
Assoc.	Mimi Herington 2005

Conservation Commission	
7 Members - 3 Year Term and 3 Assoc. - 1 Year Term	
	Andrew Magee 2005
	Terry Maitland 2006
	Cheryl Lowe 2008
Chair	Jeffrey N. Rogers 2006
	Micheal Eder 2005
	Julia S.Miles 2006
Assoc.	Janet Adachi 2005
Assoc.	Matt Liebman 2005
Assoc.	James Snyder-Grant 2005

Council On Aging	
9 Members - 1 Year Term	
Chair	1 Year Term
	Patricia A. Ellis 2005
	Catherine Guinee 2005
	Paul A. Turner 2005
	Thomas H. McQueen 2005
	Gena Manalan 2005
	Jan Patrick 2005
	Anita Dodson 2005
	William K. Ely 2005
	Cathleen Summers 2005
	Stephen Baran 2005
	Sally W. Thompson 2005

Disabilities, Commission On	
9 Members - 3 Year Term (Appointed by Town Manager)	
	John A. Barko 2006
	Edward M. Leary 2006
	Elizabeth A. Franklin 2006
	Christine Weinberger 2006
	Brenda Viola 2004
	Janet A. Feasel 2006
Chair	Selma Garber 2006
	Jean Nigro-Ricci 2006

POSITION NAME	TERM EXPIRES
Economic Development Comm	
Advisory Committee Unlimited Members - 3 Year Term	
	Wayne Friedrichs 2006
	Herman Kabakoff 2006
	Ann Chang 2006
	Rheta Roeber 2006
V- Chair	William (Trey) Shupert 2006
	Roland Bartl 2006
	Bob Johnson 2006
Chair	Philip J. Janus 2006
	Hartley Millett 2006
	Lauren Rosenzweig 2006
	William A. Lawrence 2007
	Chris Papathanasiou

Economic Development & Industrial Corporation	
	Joshua Chernin 2007
	Jonathan Avery 2007
	Harry Hedison 2006
	Bonnie Wilson 2006
Chair	Ron Locklin 2005
V- Chair	John G. Ravis 2007
	Jim Walker 2005

Hanscom Field Advisory
2 Members - 3 Year Term (Advisory to BOS)

Health Insurance Trustee	
5 Members - Standing	
	Peter Ashton Selectman
	Marie Altieri School Board Member
	John Ryder Finance Committee
	John Murray Town Treasurer
Chair	Sharon Summers Dir Finance, Schools

Health, Board of	
5 Members - 3 Year Term and 3 Assoc. Members - 1 Year Term	
	Mark Conoby 2006
Chair	William McInnis 2007
	Joanne Bissetta 2007
	Robert Oliveri 2005
	Roxanne Hunt 2005
Assoc.	Catherine C. Block 2005
Assoc.	Rita L. Dolan 2005
Assoc.	Pamela Harting Barrat 2005

POSITION NAME	TERM EXPIRES
Historical Commission	
5 Members - 3 Year Term and 2 Assoc. - 1 Year Term	
Anita Dodson	2005
William Klauer	2005
Peter Grover	2007
Victoria Beyer	2006
Robert Coan	2005
Chair John Benkert	2005

Historic District Commission	
6 Members - 3 Year Term and 4 Alt. Members - 3 Year Term	
Assoc. Michaela Moran	2007
Anne Forbes	2006
Thomas Peterman	2007
Kenneth Guditz	2006
Chair Bonnie Geithner	2006
Alt. Hong An	2006
Brian Bendig	2006

Land Stewardship Committee	
(Advisory-OPEN)	
John Chalmers	open
David Cochrane	open
Robert Guba	open
Gigi Hopkins	open
Philip Keyes	open
Peggy Liversidge	open
Ian MacPherson	open
Linda McElroy	open
Nan Millett	open
Cyril Murphy	open
Ann Shubert	open
Jim Snyder-Grant	open
Laurie Ullmann	open
Paul Wasserboehr	open

Lowell Regional Transit	
1 Member - 1 Year Term (Advisory to BOS)	
Sheldon Herskovitz	2005

Metropolitan Area Planning	
1 Member - 3 Year Term (Advisory to BOS)	
Stacy Rogers	2007

Minuteman Home Care (MMHC)	
1 Member - 3 Year Term (Appointed By Moderator)	
Suzanne M. Brozak	2005

Minuteman Science-Technology H.S.	
1 Member - 3 Year Term	
Charles H. Olmstead	

POSITION NAME	TERM EXPIRES
Open Space and Recreation Committee	
(Standing Sub-Committee of Conservation)	
Peter K. Ashton	standing
Terry Maitland	standing
Laura Sikalis	standing
Morene Bodner	standing
Susan Mitchell-Hardt	standing
Linda McElroy	standing
Barbara Smith	standing
William Mullin	standing
Dick Hatfield	standing
Jane Ceraso	standing
Hartley Millett	standing

Outdoor Light Education Committee	
(Standing Committee)	
Bernie Kosicki	2005
Martin Graetz	2005
Hartley Millett	2005
Steven Feinstein	2005
Gary Green	2005

Planning Board	
7 Members - 5 Year Term and 2 Assoc. - 1 Year Term	
Lauren Rosenzweig	2007
William F. King	2009
Hartley Millett **	2009
Gregory Niemyski	2005
Chair Christopher Schaffner	2008
Magic Rep Stacy Rogers	2009
vChair Gary R. Sullivan	2009
Clerk Edmund R. Starzec	2005
Ruth Martin	2005

Personnel Board	
5 Members - 3 Year Term and 3 Assoc. - 3 Year Term	
J. Christopher Mar	2005
open	
open	
open	

Professional Advisory Committee	
Unlimited Term	
Marlene Bergart	Open
Kathryn Black	Open
Rita Dolan	Open
Jane Guber	Open
Janet Hart	Open
Richard Porter	Open
Ruth Porter	Open
Carolyn Randolph	Open
Thomas Wong	Open
Jean Worfolk	Open
Eleanor Voorhies	Open
Catherine Block	Open

POSITION NAME	TERM EXPIRES
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Public Ceremonies Committee

11 Members - 3 Year Term
Gail Sawyer

Public Safety Steering Committee

(Standing Committee)

William (Trey) Shupert	standing
F. Doré Hunter	standing
Jonathan Chinitz	standing
Bob Craig	standing
Frank Widmayer	standing
Art Gagne	standing
John Murray	standing
Dean Charter	standing
Charlie Kadlee	standing
Marie Altieri	standing
Kenneth Sundberg	standing
Albert Daskoecil	standing
Ian Moncreif	standing

Recreation Commission

5 Members - 3 Year Term and Assoc. - 1 Year Term

Robert E. Cadogan	2005
Alison E. gallagher	2005
Michele Zarembo	2006
Ronald Schlegel	2006
Matthew Lundberg	2007
Sasha C O'Connell.	2005

South Acton Revitalization Committee

5 Members - 3 Year Term (Advisory to BOS)

Inactive at this time

Taxation Aid Committee

5 Members, Chairman BD of Assessors, Town Treasurer, 3 Residents

John Murray
Nancy Gerhardt
C. Mahoney
Peter Ashton
James Kotanchik

Chair

Transportation Advisory

5 Members - 3 Year Term and 2 Assoc. - 1 Year Term

Chair	Samuel Lawton	2006
	Renee J. Robins	2006
	Audrey Stuart	2005
	Edward Gardiner	2007
	Arthur Wu	2005
	Mary H. Utt	2005
	Ann Sussman	2005
	Antonio Santoro	2005

POSITION NAME	TERM EXPIRES
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Town Report Committee

5 Members - 3 Year Term

Ann Chang	2005
Mildred Jarvis	2005

Volunteer Coordinating Committee

5 Members - 3 Year Term

Nancy Whitcomb	2005
Jean B. Schoch	2007
Efi Papadopoulos	2007
Giorgio Bruschi	2007

Acton Water District Water-Land Management Advisory

Paul Malchodi

JOINT TECHNICAL ADVISORY COMMITTEE (JTAC)

F. Doré Hunter
Walter Foster
Terry Lindgren
Marie Altieri
Tess Summers
Steve Hall
Don Johnson
Mark Hald
Kent Quirk
John Bartlett
John Donnelly

SPECIAL POLICE OFFICER

John Dristilaris	Standing
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CONSTABLE

Barbara Hartnett	2007
Dave Allen	2007
Philip Leblanc	2007
John R. Sciehilone	2007
Edward Ellis	2007
Joseph R. Connell	2007
Christopher N. Prehl	2007

APPOINTMENTS MADE BY THE TOWN MANAGER

Assistant Town Manager

John Murray III

Assistant Assessor

Brian McMullen

Director DPW and Engineer

Bruce Stamski

Commission on Disabilities	TERM EXPIERS	Deputy Fire Chief	
9 Members for 3 year term		Captains	
John A. Barko	2006	Carl Robinson	Robert Vanderhoof
George Lussier (Deceased)	2004	George Williams	Michael Lyons
Elizabeth A. Franklin	2006	Kevin Lyons#	
Christine Weinberger	2006		
Edward Leary	2006	Lieutenants	
Brenda Viola	2004	Geoffrey Neagle	Robert Hart
Janet Feasel	2006	Robert Smith	
Selina Garber	2006		
Jean Nigro-Ricci	2006	Firefighters	
		Forrest E. Bean, III	James Kessler#
Constable		James Young	Daniel Morse
Robert Connell		Bruce Stone	
Barbara Hartnett			
John Scicholone		Firefighters/EMT's	
David Muscovitz		Robert Sabourin	Scott Morse
Christine Joyce		Richard Sullivan	Brent Carter
Christopher Prehl		Ricky Robinson	Jared Crowley
Frederick Hryniewicz		James Ray	Anita Arnum
David Allen		Brian Richter	Shean Sheridan
		Tom Wallerstein	Mark Richardson
Deputy Building Inspector		Kenneth Ineson	Robert Wetherbee
David F. Abbt		William Klauer	Christopher Sammet
		Leo Hayes	Patrick Judge
Deputy Inspector of Gas Piping and Gas Appliances		Kris Ellicks	Edmond Daigneault
Kenneth Johnson		Shawn Ferrari	Nick Pentedemous
		Kenneth Carroll	Richard Tyler
Deputy Inspector of Wires		John White	Eric Mathieu
William Morehouse		William Rolfe	
Emergency Management		Call Firefighter	
Director Don P. Johnson		Robert Puffer	
Director John Murray			
Deputy Director, Seth Campbell		Forest Warden	
Deputy Director, Charles Landry		Chief Craig	
Director of Municipal Properties		Inspector of Animals	
Dean Charter		Patrick (TAC) Palmer	
Director of Public Health		Inspector of Gas Piping and Appliances	
Douglas Halley		James G. Corey	
Dog Officer		Inspector of Wires	
Patrick (TAC) Palmer		William Morehouse	
Fence Viewer		Local Building Commissioner	
David F. Abbt		Garry A. Rhodes	
Field Driver		Natural Resources/Cemetery Director	
William J. Durkin		Thomas Tidman	
Fire Chief		Keeper of the Lockup	
Robert Craig		Frank J. Widmayer, III	

Chief of Police

Frank J. Widmayer, III

Lieutenants

Donald L. Palma, Jr.
Thomas J. Rogers

Sergeants

Robert L. Parisi
Bruce A. Nadeau*
James A. Cogan
Raymond P. Grey
Edward Lawton

Police Officers

Brian Goodman*	Paul Cogan
Robert Cowan	Raymond LaRoche*
James Goodemote	Christopher Browne
Christopher Prehl	Frederick Rentschler
John Cooney	Scott Howe
Michael Cogan	
Kevin Heffernan	Lisa Driscoll
Luke Penney	Leo Gower
Dean Keeler	Gardena Abramowitz
Keith Campbell	Daniel Silva
Douglas Sturniolo	Scott Krug
Brian Bandini	Daniel Holway
Todd McKelvie	Tricia Dellicicchi

Police Matrons

Faith Williams
Debra Richardson
Christine Joyce
Kerry Williams

Dispatchers

Faith Williams	Paul Connors
Kevin Antonelli	Robert Merrill
Anne Milligan	Sophia Kotzabaldiris
Kelly Ramsay	
Roger Wallace	

Public Weighers

Christopher N. Prehl
Paul Cogan
James A. Barbato
Robert Greenough

Recreation Director

Nancy McShea

Sealer of Weights and Measures

Mark Fitzpatrick

Supt. of Streets

David Brown

Town Finance Director

Steven Barrett

Town Engineer

David Abbt

Town Report Committee

Ann Chang
Mildred Jarvis

Veteran's Agent

Charles Jones*

Retirements ***Resignations #**

STREET LIST
OF THE TOWN OF
ACTON, MASSACHUSETTS
TOWN OF ACTON
ENGINEERING DEPARTMENT
JANUARY 1, 2004

STREET MAP			STREET MAP		
STREET NAME	PRECINCT	INDEX	STREET NAME	PRECINCT	INDEX
CRAIG ROAD	6	N-12	BRIAR HILL ROAD	1-	R-11
CRESTWOOD LANE	4	M-9	BRIDGES DRIVE	2	O-10
CRICKET WAY	6	P-11	BRIDAL PATH WAY	1	Q-13
ABEL JONES PLACE	4	M-10	BRIMSTONE LANE	1	R-11
ACORN PARK DRIVE	2	R-10	BROADVIEW ROAD	5	L-11
ADAMS STREET	5	K-12	BROMFIELD ROAD	6	O-11
AGAWAM ROAD	3	N-8	BROOK STREET	6	Q-11
ALBERTINE DRIVE	4	L-10	BROOKSIDE CIRCLE	5	M-12
ALCOTT STREET	6	O-12	BROWN BEAR CROSSING	1	S-9
ALEXANDRA WAY	1	S-10	BRUCEWOOD ROAD	6	N-11
ALGONQUIN ROAD	3	O-8	BRUCEWOOD ROAD EAST	6	N-11
ANDERS WAY	4	N-10	BULETTE ROAD	2	P-7
ANDREW DRIVE	4	N-10	BUTTERNUT HOLLOW	1	S-9
APPLE VALLEY DRIVE	4	K-10			
ARBORWOOD ROAD	5	N-11	CAITLIN DRIVE	4	M-8
	3 - 21 ODD		CANDIDA LANE	5	N-11
	18 - 20 EVEN		CAPTAIN BROWN'S LANE	4	N-9
ARBORWOOD ROAD	6	N-11	CAPTAIN FORBUSH LANE	4	N-9
	2-12 EVEN		CAPTAIN HANDLEY ROAD	1	R-10
ARLINGTON STREET	2	P-8	CARLISLE ROAD	1	T-11
	1 - 73 ODD		CARLTON DRIVE	5	K-11
	14 - 134 EVEN		CARRIAGE DRIVE	5	M-11
ARLINGTON STREET	3	N-8	CASTLE DRIVE	3	L-8
	89 - 423 ODD		CEDAR TERRACE	4	N-9
	272 - END EVEN		CENTRAL STREET	3	N-7
ARLINGTON STREET	4	N-8		236 - 456 EVEN	
	158 - 262 EVEN			283 - 459 ODD	
ASHLEY CIRCLE	1	S-11	CENTRAL STREET	4	M-8
ASHWOOD ROAD	6	N-11		1-267 ODD	
ASSABET CROSSING	5	L-12		2-224 EVEN	
AUDUBON DRIVE	5	L-11	CHADWICK STREET	5	M-11
AUTUMN LANE	3	M-8	CHAFFIN WAY	2	P-8
AYER ROAD	5	N-12	CHARTER ROAD	2	N-9
AZALEA COURT	6	P-13		63 - 103 ODD	
				54 - 106 EVEN	
BADGER CIRCLE	1	S-11	CHARTER ROAD	4	N-9
BALSAM DRIVE	2	P-9		16 - 50	
BANKSIDE HOLLOW	1	S-9	CHEROKEE ROAD	3	O-8
BARKER ROAD	6	N-10	CHERRY RIDGE ROAD	3	M-8
BAXTER ROAD	4	M-9	CHESTNUT STREET	2	R-9
BAYBERRY ROAD	6	P-12	CHURCH STREET	3	M-8
BEECHNUT STREET	2	R-9	CINDY LANE	5	L-12
BELLANTONI DRIVE	5	N-13	CLOVER HILL ROAD	5	M-12
BELLOWS FARM ROAD	1	R-12	COBURN DRIVE	5	M-11
BERRY LANE	6	O-12	CONANT STREET	5	L-11
BETH CIRCLE	1	S-9	CONCETTA CIRCLE	5	L-12
BETSY ROSS CIRCLE	3	L-7	CONCORD PLACE	6	O-11
BEVERLY ROAD	4	N-10	CONCORD ROAD	6	O-11
BILLINGS STREET	4	L-9	CONQUEST WAY	4	M-9
BIRCH RIDGE ROAD	3	M-7	COOLIDGE DRIVE	2	O-9
BITTERSWEET LANE	1	R-11	COUGHLIN STREET	6	O-10
BLACK HORSE DRIVE	3	L-7	COUNTRY CLUB ROAD	5	L-11
BLUE HERON WAY	1	R-11	COUNTRYSIDE ROAD	2	P-7
BLUEBERRY PATH	1	T-11	COWDREY LANE	2	O-10
BRABROOK ROAD	6	P-12			

STREET MAP			STREET MAP		
STREET NAME	PRECINCT	INDEX	STREET NAME	PRECINCT	INDEX
CRAIG ROAD	6	N-12	FREEDOM FARME ROAD	3	O-8
CRESTWOOD LANE	4	M-9		7 - 21 ODD	
CRICKET WAY	6	P-11		8 - 22 EVEN	
CROSS STREET	1	T-11	FROST DRIVE	2	O-11
DAVIS ROAD	1	R-11	GERALD CIRCLE	5	L-12
DEACON HUNT ROAD	4	N-9	GIONCONDA AVENUE	5	M-11
DEERGRASS LANE	1	R-11	GRANITE ROAD	1	S-10
DEVON DRIVE	1	T-11	GRACE PATH	1	Q-12
DISCOVERY WAY	5	N-11	GRASSHOPPER LANE	6	P-11
DORIS ROAD	4	N-10	GREAT ELM WAY	1	S-9
DOWNEY ROAD	4	L-9	GREAT ROAD	6	Q-13
DRIFTWOOD ROAD	6	N-11		1 - 217 ODD	
DRUMMER ROAD	5	M-12		2 - 336 EVEN	
DUGGAN ROAD	3	L-8	GREAT ROAD	2	Q-11
DUNHAM LANE	5	L-12		340 - END EVEN	
DURKEE ROAD	4	M-9	GREEN NEEDLE WAY	1	R-12
DUSTON LANE	1	R-12	GREENWOOD LANE	2	P-10
			GREGORY LANE	3	M-8
EASTERN ROAD	1	S-11	GREYBIRCH LANE	1	Q-12, R-12
ELIOT CIRCLE	2	O-10	GRIST MILL ROAD	3	L-8
ELM COURT	3	N-8	GUSWOOD ROAD	5	N-12
ELM STREET	3	N-8			
EMERSON DRIVE	6	O-12	HALEY LANE	5	M-11
ESKER WAY	6	O-11	HALF MOON HILL	3	N-8
ESTERBROOK ROAD	6	P-12	HAMMOND STREET	2	P-9
ETHAN ALLEN DRIVE	3	L-7	HARRIS STREET	1	R-10
EVERGREEN ROAD	2	P-9	HARTLAND WAY	1	T-11
EVERGREEN WAY	2	P-9	HARVARD COURT	6	Q-11
			HATCH ROAD	5	L-11
FAIRWAY ROAD	5	L-11	HAWTHORNE STREET	6	O-12
FARLEY LANE	5	L-10	HAYNES COURT	3	M-8
FARMERS ROW	1	Q-11	HAYWARD ROAD	2	N-9
FARMSTEAD WAY	4	N-10		1 - 61 ODD	
FAULKNER HILL ROAD	5	L-10	HAYWARD ROAD	4	N-9
FERNWOOD ROAD	5	N-11		66 - END EVEN	
	3 - 11 ODD		HAYWARD ROAD	6	N-9
FERNWOOD ROAD	6	N-11		4 - 54 EVEN	
	4 - 10 EVEN		HAZELNUT STREET	2	R-10
FIFE & DRUM ROAD	2	O-10	HEALD ROAD	2	O-10
FISCHER PATH	1	R-11	HEATHER HILL ROAD	4	L-8
FLAGG ROAD	6	P-12	HEMLOCK LANE	2	P-10
FLETCHER COURT	4	L-10	HENLEY ROAD	1	S-9
FLINT ROAD	4	M-9	HENNESSEY DRIVE	4	M-9
FLINTLOCK DRIVE	3	L-7	HERITAGE ROAD	5	N-12
FOREST ROAD	6	O-11	HERON VIEW ROAD	4	L-9
FORT POND ROAD	2	P-8	HICKORY HILL TRAIL	2	P-10
FOSTER STREET	6	N-12	HIGH STREET	5	L-11
FOX HILL ROAD	5	M-11	HIGHLAND ROAD	3	K-7
FRANCINE ROAD	4	N-10	HIGHRIDGE WAY	1	S-9
FRASER DRIVE	4	M-9	HILLCREST DRIVE	5	M-11
FREEDOM FARME ROAD	2	O-8	HILLSIDE TERRACE	3	M-8
	1 - 5 ODD		HOMESTEAD STREET	3	M-8
	2 - 4 EVEN		HORSESHOE DRIVE	6	O-12

STREET MAP

STREET MAP

STREET NAME	PRECINCT	INDEX
HOSMER STREET	5	N-12
	103 - 119 ODD	
HOSMER STREET	6	O-11
	3 - 91 ODD	
	2 - 106 EVEN	
HOUGHTON LANE	3	N-8
HUCKLEBERRY LANE	6	O-10
HURON ROAD	3	O-8
INDEPENDENCE ROAD	5	L-12
IRIS COURT	6	P-12
ISSAC DAVIS WAY	6	O-10
JACKSON DRIVE	2	O-9
JAY LANE	1	Q-12
JEFFERSON DRIVE	2	O-9
JENNIFER PATH	1	R-10
JESSE DRIVE	3	N-8
JOHN SWIFT ROAD	2	O-10
JOSEPH REED LANE	4	N-9
JUNIPER RIDGE ROAD	3	M-8
KATE DRIVE	1	R-11
KEEFE ROAD	6	O-13
KELLEY ROAD	4	N-10
KENNEDY LANE	2	N-8
KINGMAN ROAD	3	L-8
KINSLEY LANE	4	M-8
KINSLEY ROAD	4	M-8
KNOWLTON DRIVE	4	N-9
KNOX TRAIL	5	L-13
LADYSLIPPER LANE	1	Q-12
LARCH ROAD	2	P-10
LAUREL COURT	5	M-11
LAWS BROOK ROAD	5	N-12
	1 - 63 ODD	
LAWS BROOK ROAD	6	N-12
	2 - 66 EVEN	
LEDGE ROCK WAY	1	S-11
LEXINGTON DRIVE	5	N-12
LIBERTY STREET	4	L-10
LILAC COURT	5	M-11
LILLIAN ROAD	2	P-7
LINCOLN DRIVE	2	P-9
LISA LANE	5	N-12
LITTLEFIELD ROAD	3	O-7
LONG RIDGE ROAD	2	P-9
LONGFELLOW PARK	6	O-11
LONGMEADOW WAY	1	Q-11
LOOSESTICK WAY	1	R-11
LOTHROP ROAD	4	M-9
MacGREGOR WAY	5	M-11
MacLEOD LANE	3	L-8

STREET NAME	PRECINCT	INDEX
McKINLEY DRIVE	2	P-9
MADDY LANE	5	N-11
MADISON LANE	2	O-9
MAGNOLIA DRIVE	6	P-13
MAILLET DRIVE	5	L-12
MAIN STREET	5	O-10
	3 - 113 ODD	
MAIN STREET	4	M-11
	4 - 312 EVEN	
	123 - 321 ODD	
MAIN STREET	2	O-10
	398 - 650 EVEN	
MAIN STREET	6	R-11
	355 - 641 ODD	
	348 - 378 EVEN	
MAIN STREET	1	R-11
	660 - END	
	655 - END	
MALLARD ROAD	4	N-9
MAPLE STREET	4	L-10
MARIAN ROAD	3	L-8
MARSHALL PATH	1	T-11
MARTIN STREET	4	L-10
MASSACHUSETTS AVENUE	6	N-11
	151 - 299 ODD	
	186 - 222 EVEN	
MASSACHUSETTS AVENUE	3	M-8
	603 - 693 ODD	
	592 - 698 EVEN	
MASSACHUSETTS AVENUE	4	N-9
	310 - 598 EVEN	
	367 - 587 ODD	
MEAD TERRACE	3	M-8
MEADOWS EDGE	1	S-9
MEADOW BROOK ROAD	2	P-10
MEETINGHOUSE ROAD	5	M-12
MERRIAM LANE	5	M-11
MEYER HILL DRIVE	1	R-10
MILBERRY LANE	3	M-8
MILLDAM ROAD	1	S-11
MINOT AVENUE	6	O-10
MINUTEMAN ROAD	2	O-10
MOHAWK DRIVE	3	N-7
MOHEGAN ROAD	3	O-8
MONROE DRIVE	2	O-9
MOSSY LANE	1	R-11
MUSKET DRIVE	2	O-10
MYRTLE DRIVE	6	P-12
NADINE ROAD	4	N-10
NAGOG HILL ROAD	6	Q-9
	1 - 59 ODD	
	12 - 48 EVEN	

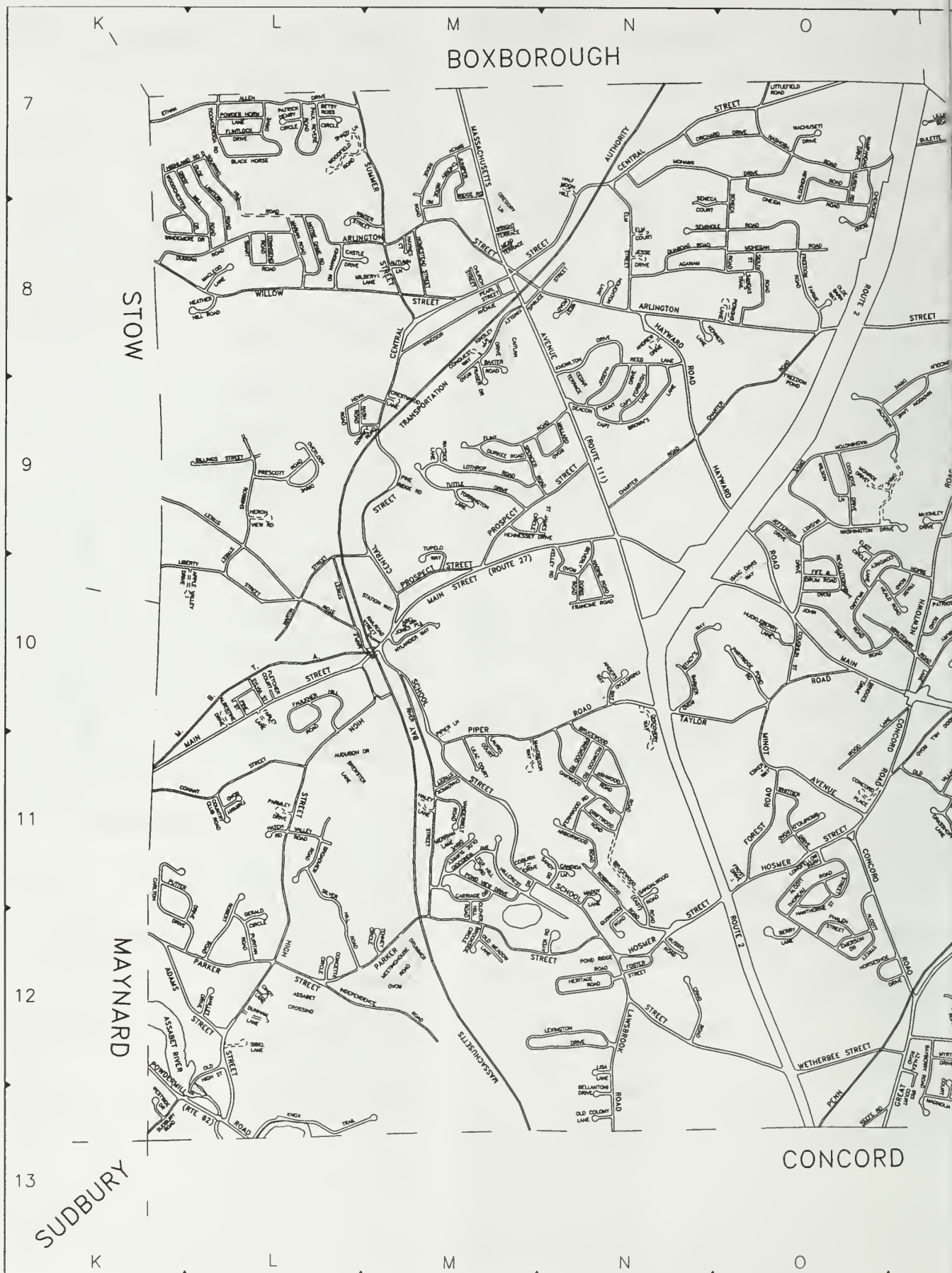
STREET MAP

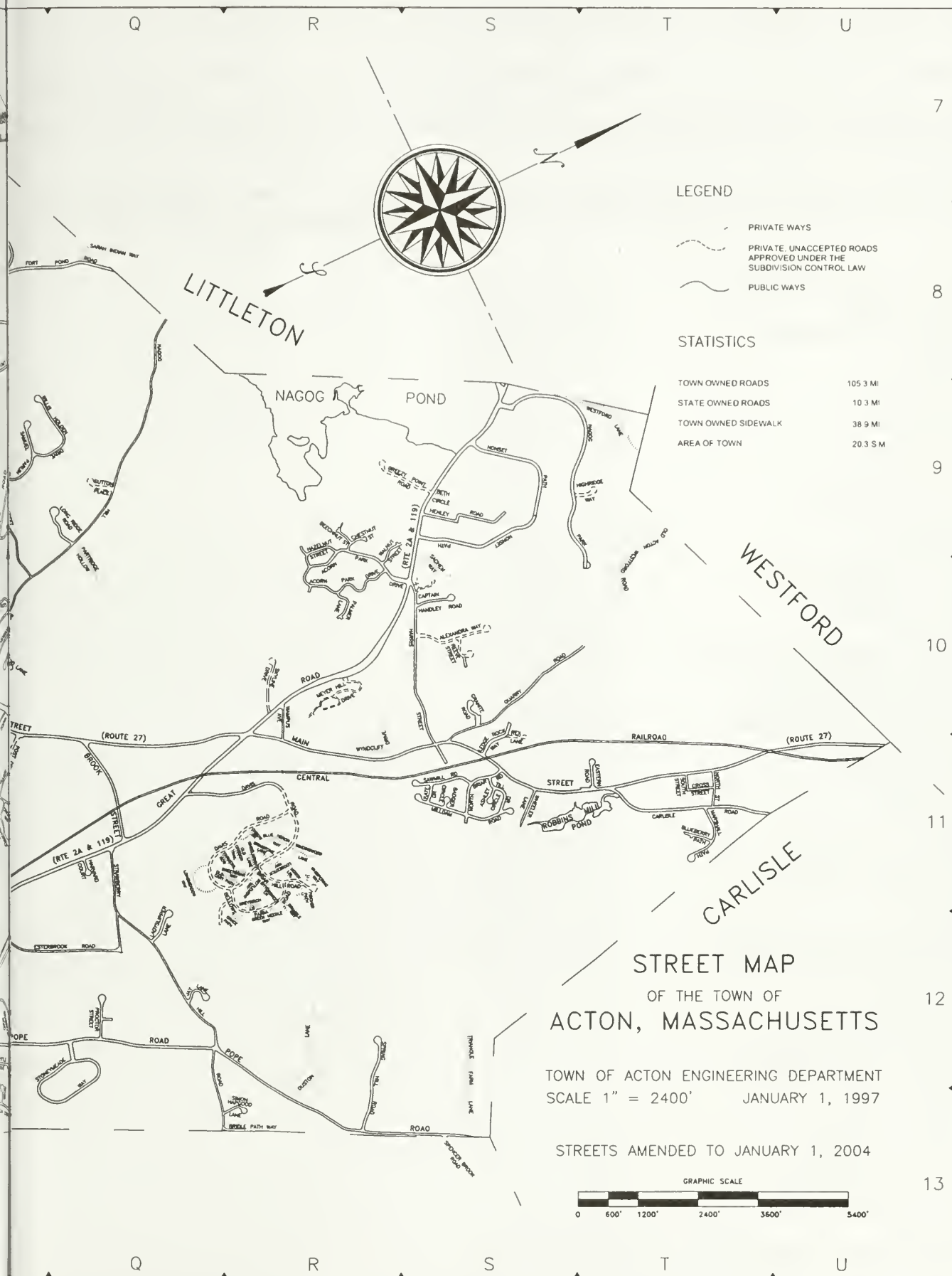
STREET NAME	PRECINCT	INDEX
NAGOG HILL ROAD	2	Q-9
	77 - END	
	74 - END	
NAGOG PARK	1	S-9
NAGOG SQUARE	1	S-9
NASH ROAD	4	L-9
NASHOBA ROAD	3	O-7
NEWTOWN ROAD	2	P-8
NONSET PATH	1	S-9
NORTHBRIAR ROAD	1	S-11
NORTH STREET	1	T-11
NOTRE DAME ROAD	3	L-8
NYLANDER WAY	4	M-10
OAKWOOD ROAD	5	N-12
	1 - 19 ODD	
OAKWOOD ROAD	6	N-12
	2 - 26 EVEN	
	21 - END ODD	
OLD BEAVER BROOK	1	S-9
OLD CART PATH	1	Q-11
OLD COLONY LANE	5	N-13
OLD HIGH STREET	5	L-12
OLD MEADOW LANE	5	M-12
OLD OREGON TRAIL	1	Q-11
OLD STONE BROOK	1	S-9
OLD VILLAGE ROAD	6	P-11
OLDE BARN WAY	2	O-8
OLDE LANTERN ROAD	3	L-8
OLDE SURREY DRIVE	5	M-11
ONEIDA ROAD	3	O-8
ORCHARD DRIVE	3	N-7
OVERLOOK DRIVE	4	L-9
OXBOW DRIVE	1	Q-11
PALMER LANE	2	R-10
PARKER STREET	5	L-12
PARMLEY DRIVE	5	L-11
PARTRIDGE POND ROAD	6	O-10
PARTRIDGE HOLLOW	2	Q-10
PATRICK HENRY CIRCLE	3	L-7
PATRIOTS ROAD	2	P-10
PAUL REVERE ROAD	3	L-7
PEARL STREET	4	M-8
PERKINS LANE	3	N-8
PHALEN STREET	6	O-12
PHEASANT HILL	1	S-9
PHLOX LANE	6	P-12
PINE CONE STRAND	1	S-9
PINE STREET	4	L-10
PINE RIDGE ROAD	4	M-9
PINEWOOD ROAD	6	N-11
PIPER LANE	4	M-11

STREET MAP

STREET NAME	PRECINCT	INDEX
PIPER ROAD	4	M-11
	4 - 96 EVEN	
PIPER ROAD	5	M-11
	1 - 53 ODD	
PIPER ROAD	6	M-11
	63 - 79 ODD	
POND RIDGE DRIVE	5	N-12
POND VIEW DRIVE	5	M-11
POPE ROAD	1	Q-12
	196 - 258 EVEN	
	205 - 249 ODD	
POPE ROAD	6	Q-12
	16 - 190 EVEN	
	3 - 187 ODD	
POST OFFICE SQUARE	2	P-11
POWDER HORN LANE	3	L-7
POWDER MILL ROAD	5	L-13
PRESCOTT ROAD	4	L-9
PROCTOR STREET	6	Q-12
PROSPECT STREET	4	M-10
PURITAN ROAD	5	L-12
PUTNAM ROAD	2	P-10
PUTTER DRIVE	5	K-11
QUABOAG ROAD	3	N-8
QUAIL RUN	1	R-11
QUARRY ROAD	1	S-10
RAILROAD STREET	4	M-10
REDWOOD ROAD	6	N-11
REEVE STREET	1	S-10
REVOLUTIONARY ROAD	2	O-10
REX LANE	1	S-11
RIVER STREET	5	M-11
ROBBINS STREET	4	L-9
ROBERT ROAD	5	L-12
ROBINWOOD ROAD	5	N-11
	1 - 29 ODD	
ROBINWOOD ROAD	6	N-11
	4 - 22 EVEN	
ROSE COURT	6	P-13
ROUTE 2		O-8, O-12
RUSSELL ROAD	6	N-12
SACHEM WAY	1	R-10
SAINT JAMES CIRCLE	4	M-9
SAMANTHA WAY	1	R-10
SAMUEL PARLIN DRIVE	2	P-9
SANDALWOOD ROAD	6	N-11
SANDAS TRAIL	3	O-8
SANDY DRIVE	5	N-11
SARAH INDIAN WAY	2	Q-8
SAWMILL ROAD	1	S-11

STREET MAP			STREET MAP		
STREET NAME	PRECINCT	INDEX	STREET NAME	PRECINCT	INDEX
SCHOOL STREET	4	M-10	TILL DRIVE	1	S-11
	2 - 90 EVEN		TINSDALE DRIVE	1	T-11
SCHOOL STREET	5	M-11	TORRINGTON LANE	4	M-9
	100 - 248 EVEN		TOWNE HOUSE LANE	4	N-10
	3 - 271 ODD		TOWNSEND ROAD	3	L-8
SCHOOL STREET	6	M-10	TRASK ROAD	2	O-10
	285 - 311 ODD		TRIANGLE FARM LANE	1	S-13
	256 - 312 EVEN		TUMBLING HAWK	1	S-9
SEMINOLE ROAD	3	N-8	TUPELO WAY	4	M-10
SENECA COURT	3	N-8	TUTTLE DRIVE	4	M-9
SENECA ROAD	3	N-8			
SETTLEMENT WAY	1	R-11	VALLEY ROAD	5	L-11
SHADY LANE	3	L-7	VANDEBELT ROAD	5	M-11
SIBEL LANE	5	L-12			
SILVER HILL ROAD	5	L-12	WACHUSETT DRIVE	3	O-7
SIMON HAPGOOD LANE	1	Q-13	WALNUT STREET	2	R-10
SIMON WILLARD ROAD	2	O-10	WAMPANOAG DRIVE	3	O-7
SIOUX STREET	3	O-8	WAMPUS AVENUE	1	R-10
SKYLINE DRIVE	2	R-10	WASHINGTON DRIVE	2	O-9
SMART ROAD	3	L-8	WATERSIDE CLEARING	1	S-9
SOUTH STREET	1	T-11	WAYSIDE LANE	4	M-9
SPENCER BROOK ROAD	1	S-13	WEST ROAD	4	N-8
SPENCER ROAD	4	M-9	WESTFORD LANE	1	S-9
SPLIT ROCK	1	S-9	WESTSIDE DRIVE	5	K-12
SPRING HILL ROAD	1	R-12	WETHERBEE STREET	6	O-12
SPRUCE STREET	3	M-9	WHEELER LANE	1	S-11
	30 - 70 EVEN		WHEELWRIGHT LANE	1	R-11
	25 - 75 ODD		WHISPERING WAY	1	R-11
SPRUCE STREET	4	M-8	WHITTIER DRIVE	6	O-11
	10 - 20 EVEN		WILLIS HOLDEN DRIVE	2	P-9
	5 - 11 ODD		WILLOW STREET	3	L-8
SQUIRREL HILL ROAD	3	L-8		5 - 179 ODD	
STACY'S WAY	6	N-10	WILLOW STREET	4	L-8
STATION WAY	4	M-10		28 - 180 EVEN	
STONE MEADE WAY	6	P-12	WILSON LANE	2	O-9
STOW STREET	4	L-10	WINDEMERE DRIVE	3	K-8
STRAWBERRY HILL ROAD	1	Q-12	WINDINGWOOD LANE	1	R-11
	4 - END EVEN		WINDSOR AVENUE	4	M-8
STRAWBERRY HILL ROAD	6	Q-12	WINGATE LANE	6	P-12
	5 - END ODD		WINTER STREET	3	L-8
SUDBURY ROAD	5	K-13	WINTERBERRY PATH	1	R-11
SUMMER STREET	4	M-8	WOOD LANE	6	O-11
	8 - 20 EVEN		WOODBURY LANE	2	P-10
	13 - 23 ODD		WOODCHESTER DRIVE	3	K-8
SUMMER STREET	3	M-8	WOODFIELD ROAD	3	L-7
	33 - END		WRIGHT TERRACE	3	M-8
SUTTON PLACE	2	Q-9	WYNDCLIFF DRIVE	1	R-11
SWEETBRIAR WAY	1	Q-11			
SYLVIA STREET	4	L-10			
TAYLOR ROAD	6	O-10			
TENNEY CIRCLE	5	M-12			
THOREAU ROAD	6	D-11			
TICONDEROGA ROAD	3	L-7			





The Town maintains electronic mail ("E-mail") distribution groups for all Boards, Committees and Commissions, as well as Departments. Such groups are commonly referred to as "shells."

E-mails sent to shells are automatically forwarded to all members of the group who have provided their e-mail address to the Town.

Using e-mail does not satisfy Open Meeting Law requirements (Massachusetts General Laws, Chapter 39, Section 23B). Please direct questions regarding this law to the Town Clerk.

To use a shell, send your e-mail to the address listed in the right-hand column of this table. When replying to an e-mail sent to a shell, it is recommended that you use the "Reply to All" function of your e-mail program so that all members are copied on your reply.

Acton Community Housing Corporation	achc@acton-ma.gov
Acton Leadership Group	alg@acton-ma.gov
Acton-Boxborough Cultural Council	abcc@acton-ma.gov
Appeals, Board of	boa@acton-ma.gov
Assessor Department	assessor@acton-ma.gov
Assessors, Board of	bas@acton-ma.gov
Building Department	building@acton-ma.gov
Cable Advisory Committee	cac@acton-ma.gov
Cemetery Department	cemetery@acton-ma.gov
Citizens' Library Department	wacl@acton-ma.gov
Clerk Department, Town	clerk@acton-ma.gov
Collector Department	collector@acton-ma.gov
Commission on Disability	cod@acton-ma.gov
Community Preservation Committee	cpc@acton-ma.gov
Conservation Commission	conscom@acton-ma.gov
Council on Aging	coa@acton-ma.gov
Council on Aging Department (Senior Center)	seniorcenter@acton-ma.gov
East Acton Village Planning Committee	eav@acton-ma.gov
Economic Development Committee	edc@acton-ma.gov
Emergency Management Agency, Acton	ema@acton-ma.gov
Engineering Department	engineering@acton-ma.gov
Fair Housing Committee	fhc@acton-ma.gov
Finance Committee	fincom@acton-ma.gov
Finance Department	finance@acton-ma.gov
Fire Department	fire@acton-ma.gov
Hanscom Field Advisory Committee	hfac@acton-ma.gov
Health Department	health@acton-ma.gov
Health, Board of	boh@acton-ma.gov
Highway Department	highway@acton-ma.gov
Historic District Bylaw Study Committee	hdbsc@acton-ma.gov
Historic District Commission	hdc@acton-ma.gov
Historical Commission	hc@acton-ma.gov
Human Resources Department	hr@acton-ma.gov
Information Technology Department	it@acton-ma.gov
Joint Technology Advisory Committee	jtac@acton-ma.gov
Land Stewardship Committee	lsc@acton-ma.gov
Manager Department, Town	manager@acton-ma.gov
Memorial Library Department	library@acton-ma.gov
Metropolitan Advisory Planning Council	mapc@acton-ma.gov
Municipal Properties Department	mp@acton-ma.gov
Natural Resources Department	nr@acton-ma.gov
Nursing Department	nursing@acton-ma.gov
Open Space and Recreation Committee	osrc@acton-ma.gov
Outdoor Lighting Advisory Committee	olac@acton-ma.gov

Parking Clerk	parkingclerk@acton-ma.gov
Personnel Board	peb@acton-ma.gov
Planning Board	pb@acton-ma.gov
Planning Department	planning@acton-ma.gov
Police Department	police@acton-ma.gov
Public Ceremonies Committee	pcc@acton-ma.gov
Public Safety Facilities Building Committee	psfbc@acton-ma.gov
Recreation Commission	reccom@acton-ma.gov
Recreation Department	recreation@acton-ma.gov
School Committee, Acton-Boxborough Regional	abrsc@acton-ma.gov
School Committee, Acton Public	apsc@acton-ma.gov
Selectmen, Board of	bos@acton-ma.gov
Senior Taxation Aid Committee	stac@acton-ma.gov
South Acton Revitalization Committee	sarc@acton-ma.gov
Town Report Committee	trc@acton-ma.gov
Transportation Advisory Committee	tac@acton-ma.gov
Treasurer's Advisory Committee	trac@acton-ma.gov
Volunteer Coordinating Committee	vcc@acton-ma.gov
Wastewater Advisory Committee	wac@acton-ma.gov

TOWN OF ACTON VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the office of the Town Manager at the Acton Town Hall.

(Please print or type)

Date: _____

Mr/Mrs.
Ms/Dr. Last Name _____ First Name _____ Middle Initial _____
Street Address _____ Home Phone _____ Email _____

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee, or Commission, which is of interest to you:

- 1) _____
- 2) _____
- 3) _____

Have you been a member of a Board, Committee, or Commission previously (either in Acton or elsewhere)? If you have, please list name(s) and dates (approx):

Do you have any time restrictions? _____

How long have you lived in Acton? _____ in Massachusetts? _____

Are you a US citizen? _____

Present occupation and employer? (optional-attach resume) _____

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? _____

Education or special training _____

Please list below any additional information or comments which may help in the matching of your interests with the most appropriate Board/Committee, such as a civic experience, special interest/hobbies, etc.: _____

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

Acton-Boxborough Arts Council
Aging, Council on
Appeals, Board of
Assessors, Board of
Cable Advisory Committee
Cemetery Commission
Commission on Disability
Conservation Commission
Fair Housing Committee
Finance Committee
Volunteer Coordinating Committee

Historic District Commission
Historical Commission
Metropolitan Advisory Planning Council
Minuteman Home Care
Minuteman Vocational School Representative
Planning Board
Prison Advisory Board
Public Ceremonies Committee
South Acton Revitalization Committee
Town Report Committee
Health, Board of

Thank you. If you have any questions or would like more information, please contact a member of the Volunteer Coordinating Committee (you can find out who the current members are by calling the Town Manager's office at Town Hall, 978-264-9612). The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC INTERVIEW

Applicant called: date/by _____

Schedule date/time _____

VCC Recommendation: Date _____

Board(s) _____ Member/Alt/Assoc

_____ Member/Alt/Assoc

_____ Member/Alt/Assoc

_____ Member/Alt/Assoc

BOS/TMgr/TMod _____

[] No openings at this time _____

APPOINTING BODY: BOS/Mgr/TMod

Interview Date: _____

Appointed: Date _____

to: Board _____

Term _____

NOTIFICATION OF APPOINTMENT

Date Received by VCC _____

Notification by the VCC _____

Date committee notified _____

Date applicant notified _____

AT YOUR SERVICE

EMERGENCIES

Call 911 to save a life, report a fire, or stop a crime. Give your name, address and phone number.
For other calls, use the business number of the appropriate department.

For questions concerning:	Call:	Telephone
Animal Inspection	Animal Inspector	263-4979
Assessments	Board of Assessors	264-9622
Bills and Accounts	Town Accountant	264-9621
Births, Deaths, and Marriages	Town Clerk	264-9615
Building Commissioner		264-9632
Cemeteries	Cemetery Department	264-9644
Civil Defense	Director of Civil Defense	264-9655
Conservation	Conservation Office	264-9631
Dog Problems (see Licenses)	Dog Officer	264-9638
Education Information	School Superintendent's Office	264-4700
Elderly Affairs	Council on Aging	264-9643
	Minuteman Home Care	263-8720
	Public Health Nursing Service	264-9653
Elections, Voting and Registration	Town Clerk	264-9615
Engineering	Town Engineer	264-9628
Fire (Business and Permits)	Fire Department	264-9645
Garbage and Refuse	Board of Health	264-9634
Hazardous Materials	Board of Health	264-9634
Health and Sanitation	Board of Health	264-9634
Highways and Streets	Highway Department	264-9624
Home Nursing	Public Health Nursing Service	264-9653
Housing	Housing Authority	263-5339
Libraries	Acton Memorial Library	264-9641
	Citizen's Library of West Acton	264-9652
	T.D.D. (for the deaf)	635-0072
Licenses		
Dog, Fishing, Hunting	Town Clerk	264-9615
Mental Health	Mental Health Assoc. of Central Middlesex	369-7715
Permits		
Blasting	Fire Department	264-9645
Building	Building Inspector	264-9632
Food Service	Board of Health	264-9634
Heating	Fire Department	264-9645
Historic Districts Certificate	Building Department	264-9632
Oil Burner	Fire Department	264-9645
Outdoor Burning	Fire Department	264-9645
Plumbing	Building Department	264-9632
Sewage	Board of Health	264-9634
Smoke Detector	Fire Department	264-9645
Wiring	Building Department	264-9632
Zoning	Zoning Enforcement Officer	264-9636
Planning	Planning Department (Fair Housing)	264-9636
Police Business	Police Department	264-9638
Recreation	Town Hall	264-9608
Selectmen	Town Hall	264-9611

For questions concerning:

Street Lights
 Street Trees
 Tax Collections
 Town Finances
 Town Manager
 Train Service
 Transfer Station/Recycle Center
 Veterans' Services
 Water Problems
 Welfare
 Wire Inspection
 Zoning
 Zoning Appeals

Call:

Municipal Properties
 Municipal Properties
 Treasurer and Collector
 Treasurer
 Town Hall
 Boston and Maine
 Highway Department
 Veterans' Agent
 Water District
 Welfare Department
 Wire Inspector
 Zoning Enforcement Officer
 Board of Appeals

Telephone

264-9629
 264-9629
 264-9617
 264-9617
 264-9612
 800-392-6100
 264-9624
 264-9617
 263-9107
 978-893-0146
 263-9632
 264-9636
 264-9632

Schools

Switichboard Calls (7 a.m. - 4 p.m.)
 Acton-Boxborough Regional High School
 Acton-Boxborough Regional Junior High School
 Community Education Office
 Conant School
 Douglas School
 Gates School
 McCarthy-Towne School
 Merriam School
 Central Office (all schools)
 Community Education at High School
 Community Education at Junior High School
 Athletic Office
 Field Office
 Extended Day Programs
 Acton-Boxborough Regional High School
 Acton-Boxborough Junior High School

264-4700
 264-4700
 264-4700
 266-2525
 266-2550
 266-2560
 266-2570
 264-4700
 264-4700
 264-4700
 264-4700 x 403
 264-4700 x 304
 264-4700 x 420
 264-4700 x 423
 264-4700 x 245
 264-4700 x 409
 264-4700 x 309

School Nurse**Night Calls****Special Calls****Custodian****REGULARLY SCHEDULED MEETINGS**

Meeting Times Can Be Checked By Calling Town Clerk's Office

Acton Finance Committee
 Acton Historical Commission
 Acton Housing Authority
 Acton Memorial Library Trustees
 Board of Appeals
 Board of Assessors
 Board of Health
 Board of Selectmen
 Cable Advisory
 Cemetery Commission
 Citizens' Library
 Commission on Disability
 Community Housing
 Conservation Commission
 Council on Aging
 Historic District Commission
 Planning Board
 Recreation Commission
 School Committee - Local
 School Committee - Regional
 Transportation
 Volunteer Coordinating Committee
 Water Commissioners

Tuesday 7:30 PM
 2nd Wednesday 8 PM
 1st & 3rd Monday 7:30- PM
 4th Monday 7:30 PM
 As Posted
 1st Wednesday 6 PM
 2nd & 4th Monday 7:30 PM
 Every other Monday As Posted 7:00 PM
 As Posted
 2nd Tuesday 2 PM
 3rd Thursday 7:30 PM
 2nd Wednesday 7 PM
 1st & 3rd Thursday 7 AM
 1st & 3rd Wednesday 7:30 PM
 2nd Wednesday (except August) 7:30 PM
 1st & 3rd Monday 7:30 PM
 2nd & 4th Tuesday 7:30 PM
 4th Tuesday 7:30 PM
 As Posted
 As Posted
 2nd Tues. 7:30 PM
 2nd & 4th Monday 7:30 PM
 2nd & 4th Monday 7:30 PM

Town Hall
 Town Hall
 68 Windsor Ave., West Acton
 Conference Room
 Town Hall
 Town Hall
 Town Hall
 Town Hall
 Woodlawn Com.
 Citizens' Library, West Acton
 Town Hall
 Town Hall
 Town Hall
 Senior Center, Audubon Drive
 Town Hall
 Acton Memorial Library
 Town Hall
 Junior High Library
 High School Library
 Town Hall
 Town Hall
 Whitcomb Station, 693 Mass. Ave.